

# Title 132Q WAC

## COMMUNITY COLLEGES—SPOKANE COMMUNITY COLLEGE—SPOKANE FALLS COMMUNITY COLLEGE

### Chapters

<b>132Q-01</b>	<b>Board of trustees.</b>
<b>132Q-02</b>	<b>Student rules.</b>
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<b>132Q-276</b>	<b>Public records—Initiative 276.</b>

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132Q-03 STUDENT ATHLETIC PARTICIPATION

132Q-03-005	Grounds for ineligibility. [Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-005, filed 8/21/91, effective 9/21/91.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
132Q-03-010	Right to brief adjudicative procedure. [Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-010, filed 8/21/91, effective 9/21/91.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
132Q-03-020	Brief adjudicative procedure. [Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-020, filed 8/21/91, effective 9/21/91.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
132Q-03-030	Decision. [Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-030, filed 8/21/91, effective 9/21/91.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.

**Reviser's note:** Later promulgation, see chapter 132Q-02 WAC.

#### Chapter 132Q-04 STUDENT RULES OF CONDUCT AND PROCEDURES FOR ENFORCEMENT

132Q-04-010	Purpose for adoption of student rules. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-010, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-010, filed 9/14/84; Order 1-69, § 132Q-04-010, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-020	Definitions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-020, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-020, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-020, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-020, filed 9/14/84; Order 70-1, § 132Q-04-020, filed 9/22/70; Order 1-69, § 132Q-04-020, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-030	Jurisdiction. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-030, filed

7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-030, filed 9/14/84; Order 1-69, § 132Q-04-030, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.

132Q-04-031 Prohibited conduct. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-031, filed 6/26/00, effective 7/27/00.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.

132Q-04-035 Smoking. [Statutory Authority: RCW 28B.50.140. 89-07-068 (Resolution No. 27), § 132Q-04-035, filed 3/17/89, effective 9/1/89; Order 74-1, § 132Q-04-035, filed 9/23/74.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-040 Liquor. [Statutory Authority: RCW 28B.50.140(13). 82-01-032 (Order 81-01, Resolution No. 20), § 132Q-04-040, filed 12/14/81; Order 1-69, § 132Q-04-040, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-050 Drugs. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-050, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-050, filed 9/14/84; Order 1-69, § 132Q-04-050, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-055 Firearms. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-055, filed 7/23/87.] Repealed by 90-21-015, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.

132Q-04-060 Cheating. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-060, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-060, filed 9/14/84; Order 1-69, § 132Q-04-060, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-061 Plagiarism. [Statutory Authority: RCW 28B.50.140(13). 95-01-040, § 132Q-04-061, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-067 Classroom conduct. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-067, filed 9/14/84; Order 70-1, § 132Q-04-067, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-068 Conduct at college functions. [Statutory Authority: RCW 28B.50.140(13). 82-01-033 (Order 81-02, Resolution No. 18), § 132Q-04-068, filed 12/14/81.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-070 Theft and/or sale of stolen property. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-070, filed 9/14/84; Order 1-69, § 132Q-04-070, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-075 Damaging property. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-075, filed 9/14/84; Order 70-1, § 132Q-04-075, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

132Q-04-076 Hazing prohibited. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-076, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.10.903. 95-16-066, § 132Q-04-076, filed 7/28/95, effective 8/28/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW

	28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		132Q-04-110, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-110, filed 9/14/84; Order 1-69, § 132Q-04-110, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-077	Penalties for hazing. [Statutory Authority: RCW 28B.10.903. 95-16-067, § 132Q-04-077, filed 7/28/95, effective 8/28/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		
132Q-04-078	Sanctions for impermissible conduct not amounting to hazing. [Statutory Authority: RCW 28B.10.903. 95-16-068, § 132Q-04-078, 7/28/95, effective 8/28/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	132Q-04-120	Outside speakers. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-120, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-120, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-120, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-120, filed 9/14/84; Order 1-69, § 132Q-04-120, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-080	Intimidation/interference. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-080, filed 9/14/84; Order 1-69, § 132Q-04-080, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-130	Trespass. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-130, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-130, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-130, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-130, filed 9/14/84; Order 1-69, § 132Q-04-130, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-081	Stalking. [Statutory Authority: RCW 28B.50.140(13). 95-01-044, § 132Q-04-081, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.		
132Q-04-082	Threatening/objectionable behavior. [Statutory Authority: RCW 28B.50.140(13). 95-01-043, § 132Q-04-082, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-140	Distribution of materials. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-140, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-140, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-140, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-140, filed 9/14/84; Order 1-69, § 132Q-04-140, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-083	Assault. [Statutory Authority: RCW 28B.50.140(13). 95-01-042, § 132Q-04-083, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.		
132Q-04-085	Abusive conduct. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-085, filed 9/14/84; Order 70-1, § 132Q-04-085, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-150	Right to demand identification. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-150, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-150, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-150, filed 9/14/84; Order 1-69, § 132Q-04-150, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-090	Forgery or alteration of records. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-090, filed 9/14/84; Order 1-69, § 132Q-04-090, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.		
132Q-04-094	Misuse of computer privileges. [Statutory Authority: RCW 28B.50.140(13). 95-01-041, § 132Q-04-094, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-160	Purpose of disciplinary actions. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-160, filed 9/14/84; Order 1-69, § 132Q-04-160, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-095	Computer trespass. [Statutory Authority: RCW 28B.50.140. 92-14-038, § 132Q-04-095, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-095, filed 7/23/87; 85-19-032 (Resolution No. 24), § 132Q-04-095, filed 9/12/85.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-170	Initiation of prosecution. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-170, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-170, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-170, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-170, filed 9/14/84; Order 1-69, § 132Q-04-170, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-096	Misrepresentation of identity. [Statutory Authority: RCW 28B.50.140. 92-14-038, § 132Q-04-096, filed 6/24/92, effective 7/25/92.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.		
132Q-04-097	Eligibility for clinical programs. [Statutory Authority: RCW 28B.50.140(13). 95-03-060, § 132Q-04-097, filed 1/12/95, effective 2/12/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	132Q-04-180	Initial disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-180, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-180, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-180, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-180, filed 9/14/84; Order 74-1, § 132Q-04-180, filed 9/23/74; Order 70-1, § 132Q-04-180, filed 9/22/70; Order 1-69, § 132Q-04-180, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-100	Right of assembly. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-100, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-100, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-100, filed 9/14/84; Order 1-69, § 132Q-04-100, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	132Q-04-190	Appeals. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-190, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-190, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-190, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-190, filed 9/14/84; Order 1-69, § 132Q-04-190, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-105	Other punishable acts. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-105, filed 7/23/87.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		
132Q-04-110	Commercial activities. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-110, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), §		

132Q-04-200	Composition of college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-200, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-200, filed 6/24/92, effective 7/25/92; 90-21-016, § 132Q-04-200, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-200, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-200, filed 9/14/84. Statutory Authority: RCW 28B.50.140(13). 82-01-034 (Order 81-03, Resolution No. 19), § 132Q-04-200, filed 12/14/81; Order 74-1, § 132Q-04-200, filed 9/23/74; Order 70-1, § 132Q-04-200, filed 9/22/70; Order 1-69, § 132Q-04-200, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-210	Brief adjudicative proceeding. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-210, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-210, filed 6/24/92, effective 7/25/92; 90-21-016, § 132Q-04-210, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-210, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-210, filed 9/14/84; Order 74-1, § 132Q-04-210, filed 9/23/74; Order 70-1, § 132Q-04-210, filed 9/22/70; Order 1-69, § 132Q-04-210, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	132Q-04-280 Reporting, recording and maintenance of records. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-280, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-280, filed 6/24/92, effective 7/25/92; 84-19-029 (Resolution No. 23), § 132Q-04-280, filed 9/14/84; Order 74-1, § 132Q-04-280, filed 9/23/74; Order 1-69, § 132Q-04-280, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-220	Conduct of disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 90-21-016, § 132Q-04-220, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-220, filed 7/23/87; Order 1-69, § 132Q-04-220, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	
132Q-04-230	Evidence admissible in proceedings. [Statutory Authority: RCW 28B.50.140. 90-21-016, § 132Q-04-230, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-230, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-230, filed 9/14/84; Order 70-1, § 132Q-04-230, filed 9/22/70; Order 1-69, § 132Q-04-230, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	
132Q-04-240	Decision by the committee. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-240, filed 6/26/00, effective 7/27/00; 90-21-016, § 132Q-04-240, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-240, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-240, filed 9/14/84; Order 1-69, § 132Q-04-240, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	
132Q-04-250	Final decision regarding appeal of disciplinary committee action. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-250, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-250, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-250, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-250, filed 9/14/84; Order 1-69, § 132Q-04-250, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	
132Q-04-260	Disciplinary action. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-260, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-260, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-260, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-260, filed 9/14/84; Order 70-1, § 132Q-04-260, filed 9/22/70; Order 1-69, § 132Q-04-260, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	
132Q-04-270	Readmission after dismissal. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-270, filed 7/23/87; Order 1-69, § 132Q-04-270, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW	
		28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
		132Q-05-010 Purpose of summary suspension rules. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-010, filed 7/23/87; Order 1-69, § 132Q-05-010, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-020 Definitions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-020, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-020, filed 7/23/87; Order 1-69, § 132Q-05-020, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-030 Jurisdiction. [Order 70-2, § 132Q-05-030, filed 9/22/70; Order 1-69, § 132Q-05-030, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-033 Authority to suspend. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-033, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-033, filed 7/23/87.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-036 Conduct at college functions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-036, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-036, filed 7/23/87.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-040 Initiation of summary suspension proceedings. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-040, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-040, filed 7/23/87; Order 1-69, § 132Q-05-040, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-050 Notice of summary proceedings. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-050, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-050, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-050, filed 7/23/87; 87-16-010 (Resolution No. 27), § 132Q-05-050, filed 7/23/87; Order 1-69, § 132Q-05-050, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-060 Procedures of summary suspension proceeding. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-060, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-060, filed 6/24/92, effective 7/25/92; 90-21-017, § 132Q-05-060, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-05-060, filed 7/23/87; Order 70-2, § 132Q-05-060, filed 9/22/70; Order 1-69, § 132Q-05-060, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-070 Decision by vice-president. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-070, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-070, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-070, filed 7/23/87; Order 1-69, § 132Q-05-070, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
		132Q-05-080 Notice of suspension. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-080, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-080, filed 6/24/92, effective 7/25/92; 90-21-017, § 132Q-05-080, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-05-080, filed 7/23/87; Order 1-69, §

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- 132Q-05-080, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-090 Suspension for failure to appear. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-090, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-090, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-090, filed 7/23/87; Order 1-69, § 132Q-05-090, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-100 Appeal. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-100, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-100, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-100, filed 7/23/87; Order 1-69, § 132Q-05-100, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-110 Summary suspension proceedings not duplicitous. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-05-110, filed 7/23/87; Order 1-69, § 132Q-05-110, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-120 Reporting, recording and maintenance of records. [Statutory Authority: RCW 28B.50.140. 92-14-037, § 132Q-05-120, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-120, filed 7/23/87; Order 74-1, § 132Q-05-120, filed 9/23/74; Order 1-69, § 132Q-05-120, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.

**Reviser's note:** Later promulgation, see chapter 132Q-02 WAC.

**Chapter 132Q-06**  
**STUDENT CONFIDENTIAL STUDENT RECORDS**

- 132Q-06-010 Confidentiality of student records. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-06-010, filed 7/23/87; Order 76-1, § 132Q-06-010, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-015 Definition of a student. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-06-015, filed 7/23/87; Order 76-1, § 132Q-06-015, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-016 Definition of personally identifiable information. [Statutory Authority: RCW 28B.50.140. 91-17-078, § 132Q-06-016, filed 8/21/91, effective 9/21/91.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-020 Education records—Student's right to inspect. [Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-020, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-020, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-020, filed 7/23/87; Order 76-1, § 132Q-06-020, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-025 Requests and appeal procedures. [Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-025, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-025, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-025, filed 7/23/87; Order 76-1, § 132Q-06-025, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-030 Release of personally-identifiable records. [Statutory Authority: RCW 28B.50.140. 97-24-023, § 132Q-06-030, filed 11/24/97, effective 12/25/97; 92-14-042, § 132Q-06-030, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-030, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-030, filed 7/23/87; Order 76-1, § 132Q-06-030, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-035 College records. [Order 76-1, § 132Q-06-035, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-040 Records committee. [Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-040, filed 6/24/92,

effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-06-040, filed 7/23/87; Order 76-1, § 132Q-06-040, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.

**Reviser's note:** Later promulgation, see chapter 132Q-02 WAC.

**Chapter 132Q-08**  
**REDUCTION IN FORCE FOR CLASSIFIED PERSONNEL**

- 132Q-08-010 Purpose of rules. [Order 70-5, § 132Q-08-010, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-020 Definitions. [Order 71-6, § 132Q-08-020, filed 7/26/71; Order 70-5, § 132Q-08-020, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-030 Initial procedures for reduction in force. [Order 71-6, § 132Q-08-030, filed 7/26/71; Order 70-5, § 132Q-08-030, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-040 Initial order of layoff. [Order 71-6, § 132Q-08-040, filed 7/26/71; Order 70-5, § 132Q-08-040, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-050 Options in lieu of layoff. [Order 71-6, § 132Q-08-050, filed 7/26/71; Order 70-5, § 132Q-08-050, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-060 Procedures for establishing order of layoff and notice requirements. [Order 71-6, § 132Q-08-060, filed 7/26/71; Order 70-5, § 132Q-08-060, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-070 Distribution of layoff notice. [Order 71-6, § 132Q-08-070, filed 7/26/71; Order 70-5, § 132Q-08-070, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-080 Reemployment rights of laid off employees. [Order 71-6, § 132Q-08-080, filed 7/26/71; Order 70-5, § 132Q-08-080, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
- 132Q-08-090 Reemployment rights of laid off employees. [Order 70-5, § 132Q-08-090, filed 12/29/70.] Repealed by Order 71-6, filed 7/26/71. See WAC 132Q-08-080.
- 132Q-08-100 Organizational layoff units. [Order 70-5, § 132Q-08-100, filed 12/29/70.] Repealed by Order 71-6, filed 7/26/71.

**Chapter 132Q-09**  
**PRACTICE AND PROCEDURE**

- 132Q-09-001 Formal hearing policy. [Order 72-4, § 132Q-09-001, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-005 Definitions. [Order 72-4, § 132Q-09-005, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-010 Appearance and practice before agency. [Order 72-4, § 132Q-09-010, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-080 Notice and opportunity for hearing in contested cases. [Order 72-4, § 132Q-09-080, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-090 Service of process—By whom served. [Order 72-4, § 132Q-09-090, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-100 Service of process—Upon whom served. [Order 72-4, § 132Q-09-100, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-110 Service of process—Service upon parties. [Order 72-4, § 132Q-09-110, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-120 Service of process—Method of service. [Order 72-4, § 132Q-09-120, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.

- 132Q-09-130 Service of process—When service complete. [Order 72-4, § 132Q-09-130, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-140 Service of process—Filing with agency. [Order 72-4, § 132Q-09-140, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-230 Depositions and interrogatories in contested cases—Right to take. [Order 72-4, § 132Q-09-230, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-240 Depositions and interrogatories in contested cases—Scope. [Order 72-4, § 132Q-09-240, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-250 Depositions and interrogatories in contested cases—Officer before whom taken. [Order 72-4, § 132Q-09-250, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-260 Depositions and interrogatories in contested cases—Authorization. [Order 72-4, § 132Q-09-260, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-270 Depositions and interrogatories in contested cases—Protection of parties and deponents. [Order 72-4, § 132Q-09-270, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Order 72-4, § 132Q-09-280, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-290 Depositions and interrogatories in contested cases—Recordation. [Order 72-4, § 132Q-09-290, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-300 Depositions and interrogatories in contested cases—Signing attestation and return. [Order 72-4, § 132Q-09-300, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-310 Depositions and interrogatories in contested cases—Use and effect. [Order 72-4, § 132Q-09-310, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-320 Depositions and interrogatories in contested cases—Fees of officers and deponents. [Order 72-4, § 132Q-09-320, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-330 Depositions upon interrogatories—Submission of interrogatories. [Order 72-4, § 132Q-09-330, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-340 Depositions upon interrogatories—Interrogation. [Order 72-4, § 132Q-09-340, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-350 Depositions upon interrogatories—Attestation and return. [Order 72-4, § 132Q-09-350, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-360 Depositions upon interrogatories—Provisions of deposition rule. [Order 72-4, § 132Q-09-360, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-400 Hearing officers. [Order 72-4, § 132Q-09-400, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-410 Hearing procedures. [Order 72-4, § 132Q-09-410, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-420 Duties of hearing officers. [Order 72-4, § 132Q-09-420, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-430 Stipulations and admissions of record. [Order 72-4, § 132Q-09-430, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-440 Definition of issues before hearing. [Order 72-4, § 132Q-09-440, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-450 Continuances. [Order 72-4, § 132Q-09-450, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-460 Rules of evidence—Admissibility criteria. [Order 72-4, § 132Q-09-460, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-470 Tentative admission—Exclusion—Discontinuance—Objections. [Order 72-4, § 132Q-09-470, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-480 Form and content of decisions in contested cases. [Order 72-4, § 132Q-09-480, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132Q-12****AUTHORITY TO HIRE AND DISMISS CLASSIFIED EMPLOYEES**

- 132Q-12-010 Designation of appointing authority. [Statutory Authority: RCW 28B.50.140. 92-14-041, § 132Q-12-010, filed 6/24/92, effective 7/25/92; Order 70-4, § 132Q-12-010, filed 1/25/71.] Repealed by 99-10-012, filed 4/26/99, effective 5/27/99. Statutory Authority: RCW 28B.50.140(14).

**Chapter 132Q-16****ELECTIONS**

- 132Q-16-003 Purpose. [Order 71-5, § 132Q-16-003, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-006 Request for election—Canvass of certificated employees by independent and neutral person or association. [Order 71-5, § 132Q-16-006, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-009 Notice of election—Organizations to be included on ballot—Time for filing. [Order 71-5, § 132Q-16-009, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-012 Contents of notice of election—Designation of chief election officer—Duties. [Order 71-5, § 132Q-16-012, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-015 List of certificated employees—Posting of list. [Order 71-5, § 132Q-16-015, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-018 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 71-5, § 132Q-16-018, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-021 Ballots. [Order 71-5, § 132Q-16-021, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-024 Record of vote—Signature—Challenge. [Order 71-5, § 132Q-16-024, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-027 Incorrectly marked ballot. [Order 71-5, § 132Q-16-027, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-030 Privacy for voter—Equipment. [Order 71-5, § 132Q-16-030, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-033 Folding ballot—Ballot box. [Order 71-5, § 132Q-16-033, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-036 Challenged ballot—Procedure. [Order 71-5, § 132Q-16-036, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 71-5, § 132Q-16-039, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92,

- effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-042 Election inspectors duties after voting has terminated. [Order 71-5, § 132Q-16-042, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Statutory Authority: RCW 28B.50.140, 90-21-020, § 132Q-16-045, filed 10/8/90, effective 11/8/90; Order 71-5, § 132Q-16-045, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 71-5, § 132Q-16-048, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-051 Electioneering within the polls forbidden. [Order 71-5, § 132Q-16-051, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-054 Contest of election—Time for filing objections—Investigation of objections. [Order 71-5, § 132Q-16-054, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-057 Persons eligible to vote—Definition "certificated employee." [Order 71-5, § 132Q-16-057, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-060 Election determined by majority of valid votes cast—Run-off election. [Order 71-5, § 132Q-16-060, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-063 Time lapse for new election. [Order 71-5, § 132Q-16-063, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.

**Chapter 132Q-88**  
**TENURE, NONRENEWAL OF FACULTY PROBATIONERS'**  
**CONTRACTS, AND FACULTY DISMISSALS**

- 132Q-88-010 Purpose. [Order 71-11, § 132Q-88-010, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-020 Definitions. [Order 71-11, § 132Q-88-020, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-030 Composition of review committees. [Order 74-1, § 132Q-88-030, filed 9/23/74; Order 71-11, § 132Q-88-030, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-040 Review committee evaluation procedures. [Order 71-11, § 132Q-88-040, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-050 Review committee evaluation standards. [Order 71-11, § 132Q-88-050, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-060 Communication of evaluation to probationers. [Order 71-11, § 132Q-88-060, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-070 Recommendations regarding tenure. [Order 71-11, § 132Q-88-070, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-080 Board decisions regarding tenure. [Order 71-11, § 132Q-88-080, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-090 Dismissals. [Order 71-11, § 132Q-88-090, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-100 Dismissal for sufficient cause. [Order 71-11, § 132Q-88-100, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.

- 132Q-88-110 Nonrenewal of tenured faculty contracts. [Order 71-11, § 132Q-88-110, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-120 Tenure considerations. [Order 71-11, § 132Q-88-120, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-130 Severability. [Order 71-11, § 132Q-88-130, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.

**Chapter 132Q-01 WAC**  
**BOARD OF TRUSTEES**

**WAC**

- 132Q-01-006 Organization and operation.  
 132Q-01-010 Bylaws of the board of trustees.  
 132Q-01-020 Regular meetings of the board of trustees.  
 132Q-01-030 Special meetings of the board of trustees.  
 132Q-01-040 Office of the board of trustees.  
 132Q-01-050 Correspondence for the board of trustees.

**DISPOSITION OF SECTIONS FORMERLY**  
**CODIFIED IN THIS CHAPTER**

- 132Q-01-005 Board of trustees. [Statutory Authority: RCW 28B.50.140, 86-04-010 (Resolution No. 25), § 132Q-01-005, filed 1/24/86.] Repealed by 90-21-013, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-01-006 Organization and operation. (1)**

Organization: Washington State Community College District 17, Community Colleges of Spokane including Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning, is established in Title 28B RCW as a public institution of higher education. District 17 is governed by a five-member board of trustees, appointed by the governor. The board employs a chancellor/chief executive officer who establishes the structure of the administration.

(2) Operation: The administrative office is located at 501 North Riverpoint Boulevard, P.O. Box 6000, Spokane, Washington 99217-6000. Spokane Community College is located at 2000 North Greene Street, Spokane, Washington 99217-5499; Spokane Falls Community College is located at 3410 West Fort George Wright Drive, Spokane, Washington 99224-5288; the Institute for Extended Learning is located at 3305 West Fort George Wright Drive, Spokane, Washington 99224-5228. The office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except for legal holidays. During summer months, sections of the district may operate on an alternate schedule and throughout the year, evening services are provided. Specific information is available through each campus.

(3) Additional and detailed information concerning the educational offerings may be obtained from the college catalog, available at various locations including college libraries, cashier's offices and district web site.

[Statutory Authority: RCW 28B.50.140, 04-10-065, § 132Q-01-006, filed 4/30/04, effective 5/31/04; 90-21-014, § 132Q-01-006, filed 10/8/90, effective 11/8/90.]

**WAC 132Q-01-010 Bylaws of the board of trustees.**

The bylaws of the board of trustees of Washington State

Community College District 17 are contained in chapter 1 of the board policy manual.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-010, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-010, filed 1/24/86.]

**WAC 132Q-01-020 Regular meetings of the board of trustees.** The board of trustees of Washington State Community College District 17 (Community Colleges of Spokane) shall hold regular monthly meetings according to a schedule including place, time and date filed with the Washington state code reviser on or before January 1 of each year for publication in the Washington State Register. Notice of any change from such meeting schedule shall be published in the Washington State Register at least twenty days prior to the rescheduled meeting date.

All regular meetings of the board of trustees shall be held at 2000 North Greene Street, Spokane, Washington, 99217-5499, unless otherwise announced. Information about specific meeting places and times may be obtained from the office of the board.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-020, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-020, filed 1/24/86.]

**WAC 132Q-01-030 Special meetings of the board of trustees.** Special meetings of the board of trustees may be called by the chairperson of the board or by a majority of the members of the board by written notice delivered by mail or by person to each member at least twenty-four hours before the time of such meeting. Such notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings. Notice of such special meetings also shall be provided twenty-four hours prior to such meetings to each local newspaper of general circulation and to each local radio and television station which has on file a written request to be notified of such special meetings or of all meetings of the board.

[Statutory Authority: RCW 28B.50.140. 86-04-010 (Resolution No. 25), § 132Q-01-030, filed 1/24/86.]

**WAC 132Q-01-040 Office of the board of trustees.** The board of trustees of Washington State Community College District 17 shall maintain an office at 501 North Riverpoint Boulevard, P.O. Box 6000, MS 1001, Spokane, Washington, 99217-6000. All records, minutes and the official district seal shall be kept in the board office. This office shall be open during all normal working hours.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-040, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-040, filed 1/24/86.]

**WAC 132Q-01-050 Correspondence for the board of trustees.** Correspondence or other business for the board of trustees of Washington State Community College District 17 shall be sent to the secretary of the board at the office of the board, 501 North Riverpoint Boulevard, P.O. Box 6000, MS 1001, Spokane, Washington 99217-6000.

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[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-050, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-050, filed 1/24/86.]

## Chapter 132Q-02 WAC STUDENT RULES

### WAC

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**WAC 132Q-02-010 Definitions.** As used in this chapter, the following words and phrases shall mean:

(1) **Appropriate vice-president**—The chief administrative officer over student services regardless of position title.

(2) **Assembly**—Any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.

(3) **Board**—The board of trustees of Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).

(4) **Chancellor**—Chief executive officer over Community Colleges of Spokane.

(5) **College**—Any community college or center, which may be created by the board of trustees of Community Colleges of Spokane.



(6) **College facilities**—Any or all real property owned, operated, or maintained by the board of trustees of Community Colleges of Spokane, and shall include all buildings and appurtenances affixed thereon or attached thereto.

(7) **College personnel**—Any person employed or representing, on a full-time or part-time basis Community Colleges of Spokane.

(8) **Disciplinary action**—The expulsion, suspension or admonition of any student by the appropriate college president or vice-president for the violation of any designated rule of student conduct for which a student is subject to disciplinary action.

(9) **District**—Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).

(10) **Hazing**—Any method of initiation into a student organization, group or pastime or amusement engaged in with respect to such an organization or group that causes or is likely to cause bodily harm or serious mental or emotional harm to any student or other person attending any institution of higher education or post-secondary institution. Excluded from this definition are "customary athletic events or other similar contests or competitions."

(11) **Immediate summary suspension**—Immediate suspension from the college due to student presenting imminent danger to himself/herself or other persons on college facilities or to the educational process of the college.

(12) **Instructional day**—Any regularly scheduled instructional day designated in the academic year calendar, including summer quarter, as a day when classes are held or during final examination week. Saturdays and Sundays are not regularly scheduled instructional days.

(13) **Others**—Any person other than a student or college personnel visiting, attending or speaking within the college community.

(14) **Personally identifiable information**—Information which includes either (a) the name of the student, the student's parent, or other family member(s), (b) the address of the student's or student's family, (c) a personal identifier such as the student's social security number or student identification number, (d) a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or (e) other information which would make it possible to identify the student with reasonable certainty.

(15) **President**—Unless otherwise designated shall mean the duly appointed president, chief executive of any college, instructional unit of Community Colleges of Spokane.

(16) **RCW**—The Revised Code of Washington.

(17) **Student**—Any person who is or has been officially registered at any college or instructional unit with Community Colleges of Spokane and with respect to whom the college maintains educational records or personally identifiable information.

(18) **Student Rights and Responsibilities**—Rules regulating student conduct as adopted in this chapter.

(19) **WAC**—The Washington Administrative Code.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-010, filed 8/25/03, effective 9/25/03.]

[Title 132Q WAC—p. 8]

**WAC 132Q-02-020 Purpose for adoption of student rules.** (1) All colleges administered by the board of trustees for Community Colleges of Spokane are maintained by the state of Washington for the accomplishment of certain special purposes; namely, the provision of programs of instruction in higher education, the advancement of knowledge through scholarship and research, and the provision of related community services. Like any other social institution having its own special purpose, a college must maintain conditions conducive to the effective performance of its functions. Consequently, the college has special expectations regarding the conduct of the various participants in the academic community. Student conduct, which distracts from or interferes with accomplishment of college purposes, is not acceptable.

(2) Admission to a college within the district carries with it the presumption that students will conduct themselves as responsible members of the academic community. This includes an expectation that students will obey the law, comply with rules and regulations of the college and its departments, maintain a high standard of integrity and honesty and respect the rights, privileges and property of other members of the college community.

(3) It is assumed that students are and wish to be treated as adults. As such, students will accept responsibility for their conduct. In order to accomplish educational purposes of the college and also to provide students a full understanding of the rules that will enable the college to maintain conditions conducive to the effective performance of the college's functions, the following rules regarding the conduct of students are hereby adopted. Sanctions for violations of the rules of student conduct herein adopted will be administered by the college in the manner provided by said rules. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper civil authorities. In case of minors, this conduct may be referred to parents or legal guardians.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-020, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-030 Jurisdiction.** All rules herein adopted concerning student conduct and discipline shall apply to every student attending a community college within Community Colleges of Spokane whenever said student is engaged in or present at any approved college-related activity occurring on or off college facilities. Facilities includes locations in which students are engaged in official college activities such as training internships, cooperative and distance education, practicums, supervised work experiences or any other college sanctioned social or club activities.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-030, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-040 Student misconduct.** Misconduct for which the campuses may impose sanctions and/or disciplinary action includes, but is not limited to, any of the following:

(1) The intentional or repeated obstruction or disruption of teaching, research, administration, disciplinary proceedings or other campus activities, including public service function and other authorized activities on campus premises;

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(2) Academic dishonesty, as described in WAC 132Q-02-050, to include cheating, plagiarism, or knowingly furnishing false information to any campus or district employee;

(3) Failure to comply with the direction of campus officials acting in the legitimate performance of their duties or failure to properly identify oneself to those persons when requested to do so;

(4) Intentional physical or verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, including disorderly, lewd or indecent behavior directed at another person which has the purpose or effect of creating a hostile, intimidating or disruptive learning or working environment at any campus-sponsored or campus-supervised function;

(5) Violating any of the computer and electronic information, including internet access systems use policies, rules, regulations, guidelines and laws applicable to the district, college or department of the college which include prohibitions against use for commercial benefit or gain and department restrictions prohibiting access into sexually explicit internet sites;

(6) Engaging in any behavior which threatens and/or endangers the health or safety of any person on campus premises, presents an imminent danger to him or herself, another or the college community, disrupts the normal operations of the college and/or infringes on the rights of other members of the college community;

(7) Aiding, abetting or procuring another person in behavior that is prohibited by any section of the Student Misconduct;

(8) Engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where such behavior offends a reasonable, orderly, prudent person under these circumstances;

(9) Smoking and/or the use of chewing tobacco inside campus buildings and campus vehicles or in other unauthorized campus areas;

(10) Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined in RCW 69.50.101, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of the regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 and 69.04.005;

(11) Using, possessing, consuming or being demonstrably under the influence of, or selling any alcoholic beverage, except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president or his/her designee;

(12) The intentional making of false statements and/or filing of false charges against the colleges and/or members of the district community;

(13) Forgery, alteration or misuse of district documents, records, funds or instruments of identification, including electronic hardware, software and information systems and applications with the intent to defraud;

(14) Theft of or attempted or actual damage to property of the college, a member of the college community, other personal or public property, or possession of property stolen from college premises and/or a member of the college community while on college premises;

(15) Unauthorized use of, access to, or entry of college facilities or property, tangible or intangible, or any violation of college rules regarding such use, access or entry;

(16) Engaging in any prohibited discriminatory or harassing behavior as defined by applicable law and/or district policies including stalking or hate activity as defined by law;

(17) Conducting or participating in an assembly, which violates the guidelines of assembly as defined in WAC 132Q-07-020 of this administrative code;

(18) Hazing in any form as described in RCW 28B.10.901. No student, or other person in attendance at any public or private institution of higher education, or any other postsecondary educational institution, may conspire to engage in hazing or participate in hazing of another. Any method of initiation into a student organization, pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause bodily or serious mental or emotional harm to any student or other person. Excluded from this definition are "customary athletic events or other similar contests or competitions."

(19) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm or other device established for the safety of individuals and/or college facilities;

(20) Possessing, transporting, or storing any weapons, explosives, dangerous chemicals or other weapons, including knives. Illegal possession of weapons or unauthorized use or possession of any device or substance that can be used to inflict bodily harm or to damage real or personal property. This does not apply to commissioned police officers as prescribed by law;

(21) Violating any other provision of the *Student Rights and Responsibilities Handbook*.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-040, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-050 Academic dishonesty.** Academic dishonesty includes cheating, plagiarism, or knowingly furnishing false information to the college or district. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

(1) Any student who commits or aids and abets the accomplishment of an act of academic dishonesty shall be subject to disciplinary action;

(2) The class instructor is responsible for handling each case of dishonesty in the classroom except where a major or repeated offense is involved. In cases of academic dishonesty, the instructor may or may not dismiss the student from class and/or adjust the student's grade and/or determine appropriate action. If the instructor and the department chair concur that a case should be referred for further college action (which could include suspension or expulsion from the college), the matter is referred to the appropriate vice-president, who may convene the college disciplinary committee. Any action relating to academic dishonesty, including action adjusting the student's grade, is subject to appeal by the student as in any other case of academic grievance.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-050, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-060 Classroom conduct/learning environment.** Instructors have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from any single class/program session during which the student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum. The instructor shall report any such exclusion from class/program to the appropriate vice-president or designee. The appropriate vice-president or designee may initiate disciplinary action as provided in this procedure.

Bringing any person, thing or object to a teaching and learning environment, that may disrupt the environment or cause a safety or health hazard, without the express approval of the faculty member or other authorized official, is expressly prohibited.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-060, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-070 Authority to suspend.** Each faculty member or administrator has the right to suspend any student from any single class or program, up to three instructional days, if misconduct disrupts any college class, program or the learning and teaching environment by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class, program or teaching and learning environment. Such suspension may include exclusion from the college, or any part thereof, during the period of suspension. The faculty member or administrator shall report this suspension to the appropriate vice-president who may set conditions for the student upon return. The student may appeal to the appropriate vice-president and that vice-president may authorize an earlier return by the student only after consultation with the faculty member or appropriate administrator.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-070, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-080 Conduct at college functions.** College personnel have the right to remove or have removed from a college function and/or the college, for up to three instructional days, any student who, by an act of misconduct, substantially disrupts any college function by engaging in conduct that renders it difficult or impossible to continue such function in an orderly manner.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-080, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-090 Other punishable acts.** Any student who commits any other act on college facilities which is punishable as a misdemeanor or a felony under the laws of the state of Washington and/or the United States and which act is not a violation of any other provision of the *Student Rights and Responsibilities Handbook*, shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-090, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-100 Hazing.** Hazing is prohibited. Other sections of the *Student Rights and Responsibilities*

[Title 132Q WAC—p. 10]

Handbook may be applicable to hazing violations. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021

Penalties for Hazing: Any organization, association or student group that knowingly permits hazing shall:

a) Be liable for harm caused to persons or property resulting from hazing; and

b) Be denied recognition by Community Colleges of Spokane as an official organization, association or student group on any campus of CCS. If the organization, association or student group is a corporation, whether for profit or non-profit, the individual directors of the corporation may be held individually liable for damages.

A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for one calendar year.

Forfeiture of state-funded grants, scholarships or awards may continue for an additional calendar year up to and including permanent forfeiture, based upon the seriousness of the violations.

Impermissible conduct not amounting to hazing is subject to sanctions available under the *Student Rights and Responsibilities Handbook* depending upon the seriousness of the violation.

Impermissible conduct associated with initiation into a student organization or group or any pastime or amusement engaged in, with respect to the organization or group, will not be tolerated.

Impermissible conduct, which does not amount to hazing, may include conduct, that causes embarrassment, sleep deprivation, personal humiliation, ridicule or unprotected speech amounting to verbal abuse.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-100, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-110 Disciplinary actions.** Disciplinary action, up to and including expulsion from the college, may be imposed upon a student for failure to abide by the rules of student conduct. The form of disciplinary action imposed on the nonabiding student will determine whether, and under what conditions, the violator may continue as a student at the college.

Any of the following disciplinary actions may be imposed upon violators of the *Student Rights and Responsibilities'* rules and regulations established herein: The appropriate vice-president at the remaining college/instructional unit reserves the right to enforce the disciplinary action on his/her campus.

(1) **Disciplinary Warning:** Notice to a student, either verbally or in writing that he/she has violated the rules of student conduct or failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described in this section.

(2) **Fines:** The office of the appropriate vice-president may assess monetary fines against individual students for violation of the rules of student conduct. Failure to pay such fines promptly will result in the cancellation of the student's registration and will prevent the student from reregistering.

(2007 Ed.)

Appeal of this action may be made to the president of the college. The decision of the president is final.

(3) **Disciplinary Reprimand:** Formal actions against a student for violation of the rules of student conduct. Reprimands are always made in writing to the student by the officer or agency taking action, with copies to the appropriate vice-president. A reprimand informs the student that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described in this section.

(4) **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specified term or for an indefinite period, which may extend to graduation or other termination of the student's enrollment in the college. Violation of disciplinary probation shall be cause for further disciplinary action.

(5) **Suspension:** Formal but limited dismissal from the college. Termination of student status for violation of the rules of student conduct. The notification dismissing a student will indicate, in writing, the term of the dismissal and any special conditions that must be met before readmission.

(6) **Expulsion:** This shall result in permanent termination of a student's eligibility for enrollment. Notice of the expulsion and its cause shall be presented in writing.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-110, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-120 Delegation of disciplinary authority.** The appropriate vice-president or designee shall have the authority to administer the disciplinary action prescribed in this chapter. The president shall be informed of all student, probation, suspension or expulsion proceedings by the appropriate vice-president.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-120, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-130 Due process.** Students have the right to due process. Disciplinary action may not be imposed without notice to the accused of the nature of the charges. Once notified, a student accused of violating the code of conduct is entitled to procedural due process as set forth in these provisions.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-130, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-140 Initiation of disciplinary action.** A request for disciplinary action on a student for violation(s) of the rules of student conduct shall be referred in writing to the appropriate vice-president within five instructional days of the violation. Any member of the administration, faculty, college personnel or any student may make such a request. All requests must be in writing and signed by the individual making the request. The appropriate vice-president or designee may decline the request, implement the request or engage in informal negotiations to resolve the situation.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-140, filed 8/25/03, effective 9/25/03.]

(2007 Ed.)

**WAC 132Q-02-150 Composition of college disciplinary committee.** Each college shall have a college disciplinary committee composed of six members plus the presiding officer for a total of seven people who shall be chosen no later than October fifteenth of each academic year. The membership shall be selected as follows:

(1) The recognized faculty-negotiating unit shall appoint two members and one alternate who are teaching on the appropriate campus or college; such members shall serve a two-year term.

(2) The college president shall appoint two members from the college administration who shall serve a term as determined by the president.

(3) The respective student governments on each college campus shall appoint student membership. Student membership must include a male and female student and two alternates who shall serve for no more than one year.

(4) The presiding officer of the college disciplinary committee shall be the appropriate vice-president or designee. No person who personally participates in any disciplinary action that is reviewed by the disciplinary committee may serve as presiding officer, nor cast a vote on the merits of the case decided upon by the disciplinary committee pursuant to WAC 132Q-02-180.

(5) No member of the disciplinary committee shall participate in a case in which he/she is witness to or have acted in an advisory capacity.

(6) The chair and members of the committee shall continue in their offices beyond the expiration of their terms until such time as those cases initiated and convened during their term shall be concluded. In no instance shall a new case be presented to a chair whose term has expired.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-150, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-160 Evidence admissible in proceedings.** Only those matters presented at the proceeding in the presence of the accused student, except where the student fails to attend after receipt of proper notice, will be considered in determining whether the college disciplinary committee has sufficient cause to believe that the accused student is guilty of a violation of the rules of student conduct.

(1) In determining whether sufficient cause, as stated above, does exist, members of the disciplinary committee shall give consideration to all evidence that serves as proof and is commonly accepted by reasonable, prudent persons in the conduct of their affairs.

(2) The presiding officer of the college disciplinary committee shall consider the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-160, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-170 Appeal of disciplinary actions.** Any disciplinary action taken by the appropriate vice-president or designee may be appealed to the college disciplinary committee. Disciplinary action taken by the college disciplinary committee may be appealed to the president of the college. All appeals by a student must be made in writing to the disciplinary committee or president within seven instructional days.

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tional days after notification of action taken by the disciplinary committee or president.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-170, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-180 Reporting, recording and maintenance of disciplinary records.** The office of the appropriate vice-president shall keep all records of disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered, and all recorded testimony in disciplinary proceedings shall be preserved consistent with guidelines for student education records. No record of proceedings where the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

The office of the appropriate vice-president shall keep accurate records of all disciplinary actions taken by or reported to that office. All disciplinary action will be entered on the student's record and may be removed at the time of graduation or earlier, at the discretion of the office or individual initiating the action, if special terms and conditions have been met or if other circumstances warrant the removal. A student may petition to that office or individual for removal of such a notation at any time. Otherwise the record of disciplinary action shall be part of that student's record.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-180, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-190 Initial college disciplinary proceedings.** (1) Any student accused of violating any provisions of the *Student Rights and Responsibilities* will be called for an initial conference with the appropriate vice-president or designee, and will be informed of what provision(s) of the rules of student conduct the student is charged with violating, and the maximum penalties which might result if the charge is substantiated after consideration in a disciplinary proceeding.

(2) After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the appropriate vice-president or designee, may take any of the following actions:

(a) Terminate the proceeding, exonerating the accused student(s);

(b) Dismiss the case after appropriate counseling and/or advice;

(c) Impose minor sanctions directly (warning, reprimand, disciplinary probation or fine) or such sanctions the student may agree to in writing. These sanctions are subject to the student's rights of appeal as described below;

(d) Refer the matter to the college disciplinary committee for appropriate action. The student shall be notified in writing, within three instructional days, when such a referral is made.

(e) Issue an order of dismissal pursuant to the conditions of WAC 132Q-02-110(4).

(f) Issue an order of expulsion pursuant to the conditions of WAC 132Q-02-110(6).

(3) A student accused of violating any of the rules of student conduct shall be given written notification of any disciplinary action taken by the appropriate vice-president or des-

ignee. In the case of an unmarried student under eighteen years of age, written notification of the disciplinary action taken by the appropriate vice-president or designee, shall also be sent to the student's parent(s) or legal guardian(s) under the provisions of the Family Education Rights and Privacy Act (FERPA).

No disciplinary action recommended by the appropriate vice-president or designee, is final unless the student fails to exercise his right of appeal as provided in WAC 132Q-02-200.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-190, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-200 College disciplinary committee proceedings.** (1) The college disciplinary committee for each college will reexamine all disciplinary cases referred to it by the appropriate vice-president or designee. The student shall be accorded a fair and impartial hearing before the disciplinary committee on any charge of misconduct referred to the committee for initial hearing or appeal. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not prevent the disciplinary committee from making its findings, conclusions and recommendations as provided hereafter. Failure by the student to cooperate may be taken into consideration by the committee.

(2) The student shall be given written notice of the time and place of the proceeding before the college disciplinary committee by registered or certified mail to the student's last known address or presented to the student in person by an appropriate campus official, or any other reasonable means of communication and be afforded not less than twenty days notice. The notice shall contain:

(a) The time and place of the proceeding.

(b) An outline of the charges, a list of witnesses who will appear, a description of any documentary, or other evidence that will be presented at the hearing.

(c) The notice may be amended at any time prior to the hearing but if such amendment is prejudicial to the student's case, the hearing date shall be rescheduled to a later date.

In no case shall efforts to avoid receipt of notice be allowed to interrupt the process of the proceeding.

(3) The student shall be entitled to hear and examine the evidence brought forth and be informed of the identity of its source and shall be entitled to present evidence and witnesses on their own behalf and to cross-examine witnesses appearing as to factual matters. The student shall have the opportunity to request the presence of witnesses or production of other evidence relevant to the issues of the proceedings.

(4) A college representative shall present the evidence and witnesses alleging that the student engaged in misconduct. Only those matters presented at the hearing will be considered in the decision of the committee, but the student's past record of conduct may be taken into account in formulating the committee's recommendations for disciplinary action.

(5) The student may choose to be represented or accompanied by legal counsel and/or accompanied by an advisor, however, counsel cannot speak at the proceeding. Should the student elect representation by legal counsel, the campus official initiating the charges may also be represented by legal counsel. If the student elects to choose a duly licensed attorney admitted to practice in the United States as counsel, the

student must provide three days' notice excluding weekends and holidays to the appropriate vice-president.

(6) No one will be required to give self-incriminating evidence.

(7) In all disciplinary proceedings the college may be represented by a designee appointed by the appropriate vice-president; said designee may then present the college's case against the student accused of violating the rules of student conduct, provided that in those cases in which the student elects to have a licensed attorney present, the appropriate vice-president may elect to have an assistant attorney general attend as well.

(8) An adequate summary of all the evidence and facts presented to the disciplinary committee during the course of the proceedings will be taken. A student's disciplinary record is subject to FERPA and WAC 132Q-06-035.

(9) The presiding officer of the college disciplinary committee shall preside at the disciplinary proceeding and make rulings on all evidentiary procedural matters heard in the course of the disciplinary proceeding.

(10) The student will be provided with a copy of the findings, conclusions and sanctions if any imposed. The student will also be advised of the right to appeal the committee's decision in a written statement to the president within five instructional days.

(11) If there is no appeal to the president, the sanction shall be in effect at the end of the five instructional day appeal period or at such other time as may be indicated by the committee.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-200, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-210 Conduct at disciplinary proceedings.** Proceedings conducted by the college disciplinary committee generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. Such requests shall be made to the chair at least three instructional days in advance of the hearing. The chair may exclude any persons that disrupt the proceedings from the hearing room and may limit the number of persons who may attend in order to afford safety and orderliness to the participants in the proceedings.

Any student attending the disciplinary committee proceeding as an invited guest who continues to disrupt said proceedings after the presiding officer of the committee has asked him/her to cease and desist such activity, shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-210, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-220 Decision of the college disciplinary committee.** Upon conclusion of the disciplinary proceeding, the college disciplinary committee shall consider all the evidence presented and decide by majority vote of the members of the committee which of the following is to be taken:

(a) Terminate the proceedings and exonerate the student(s);

(b) Impose disciplinary actions as provided in WAC 132Q-02-110.

(2007 Ed.)

The campus shall in no case proceed with a sanction that, in fact or appearance, duplicates punishment for the same offense unless the interests of the campus are implicated in some separate way by the violation of law.

If a violation of civil law occurs on campus and is also a violation of a published campus regulation, the campus may institute its own proceedings against the offender if the campus interest involved is clearly distinct from that of the outside community.

If a student is charged with an off-campus violation of law, the matter shall be of no disciplinary concern to the campus unless the student is incarcerated and unable to comply with academic requirements.

The student will be provided with a copy of the committee's findings and conclusions regarding whether the student did violate any rule or rules of the code of student conduct. The committee shall also advise the student of the right to present, within five instructional days, a written statement to the president of the college appealing the decision of the college disciplinary committee.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-220, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-230 Appeal proceedings.** (1) All appeals must be submitted to the appropriate vice-president, in writing, within ten instructional days.

(2) The college disciplinary committee shall hear appeals of initial disciplinary decisions.

(3) The college president or designee shall hear appeals of the college disciplinary committee's decisions.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-230, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-240 Readmission after suspension.** Any student suspended from the college for disciplinary reasons may apply for readmission by filing requests in writing with the office or individual, which initiated the action resulting in the suspension. Such petitions must indicate how specified conditions have been met and, if the term of the suspension has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions suspending students from the college, decisions on such petitions of readmission must be reviewed and approved by the president before readmission is granted.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-240, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-250 Emergency authority of the college president.** Ordinarily, disciplinary actions will be imposed only after the appropriate informal or formal hearing procedures have been invoked. However, the college president or his/her authorized representative, by virtue of the authority delegated to him/her by the board of trustees under conditions which the president or authorized representative deems to be an emergency situation, may suspend the student from participation in any or all college privileges, pending the completion of the college disciplinary proceedings outlined herein, in order to protect the safety and property of members of the college community or to assure the college's

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ability to function. In any case in which this provision is invoked, the student(s) in question are entitled to an early hearing before the appropriate vice-president, designee or duly appointed committee.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-250, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-260 Purpose of immediate summary suspension rules.** (1) The board of trustees of Community Colleges of Spokane recognizes the need to provide the college's administrators with an immediate system of student discipline that can swiftly and fairly respond to disorder on all district property. The board further desires to create and operate such a system within the framework of due process as presently embodied in the concept of a temporary restraining order.

(2) It is to be understood, however, that nothing within the rules adopted in this chapter shall be construed to replace the provisions of the rules of student conduct and procedures of enforcement included in chapter 132Q-02 WAC and the student disciplinary system created therein. Rather, the provisions of the rules of this chapter shall be deemed to be supplementary to the rules of student conduct by providing a method of suspension during the pending investigation and prosecution for student violations that will be subsequently heard on their merits pursuant to the system included in the rules of student conduct.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-260, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-270 Initiation of immediate summary suspension proceedings.** If the president or designee has cause to believe that any student has violated any rule of student conduct contained in chapter 132Q-02 WAC, and the president or designee has further cause to believe that the student's violation has a significant probability of continuing to disrupt the educational environment of the college, then the president or designee shall, pursuant to the following rules, have authority to suspend the student for a maximum of ten instructional days prior to any subsequent disciplinary proceeding initiated under the rules of student conduct contained in chapter 132Q-02 WAC.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-270, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-280 Notice of immediate summary suspension proceedings.** (1) If the president desires to exercise the authority conferred by WAC 132Q-02-140 against any student, he or she shall direct the appropriate vice-president to provide written notice to the student.

(2) The notice shall be entitled "notice of summary suspension proceeding" and shall include the charges against the student, including reference to the law and/or rules of student conduct involved and that the student charged must appear before the appropriate vice-president or designee, at a time to be set by the vice-president.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-280, filed 8/25/03, effective 9/25/03.]

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**WAC 132Q-02-290 Procedures of immediate summary suspension proceedings.** (1) At the immediate summary suspension proceeding, the college, through the office of the appropriate vice-president or designee, shall make a determination as to whether there is probable cause to believe that the violation did occur, as stated in the notice of summary suspension proceedings to the student.

(2) The student may offer oral testimony of himself/herself or another person, submit any statement or affidavit on his/her own behalf, examine any affidavit and cross-examine any witness who may appear against him/her.

(3) The appropriate vice-president shall, at the time of the immediate summary suspension proceeding, determine whether there is probable cause to believe that a violation of law or of the rules of student conduct has occurred, pursuant to WAC 132Q-02-220 (1) or (2). In the course of making such a decision, the vice-president may only consider the sworn affidavit or oral testimony of persons who have made the allegation and the oral testimony and affidavits submitted by the student charged.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-290, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-300 Decision by vice-president.** If the appropriate vice-president, following the conclusion of the immediate summary suspension proceeding, finds that there is probable cause to believe that:

(1) The accused student has committed one or more violations of law or rules of student conduct upon any person or college facility, and

(2) That immediate summary suspension of the accused student is necessary to attain peace and order on the campus; and

(3) Such violation(s) of the rules of student conduct constitutes grounds for disciplinary probation or dismissal pursuant to WAC 132Q-02-110.

The appropriate vice-president may then, with the written approval of the president, suspend the student from college pending any subsequent disciplinary proceeding initiated under chapter 132Q-02 WAC or reinstate the student with or without conditions.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-300, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-310 Notice of immediate summary suspension.** (1) If a student is suspended pursuant to the above rules, he/she will be provided with a written copy of the appropriate vice-president's findings as to whether the vice-president had probable cause to believe that the conditions for immediate summary suspension outlined in WAC 132Q-02-200 exist and to whether immediate suspension of the accused student should be issued.

(2) The student suspended in accordance to this rule shall be served a written copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to the student's last known address. The suspension shall be effective for the period dating from the day the notice of suspension is mailed or personal service accomplished.

(3) During the period of immediate summary suspension, the suspended student shall not enter the campus other than to meet with the appropriate vice-president or to attend

the summary suspension proceeding. However, the appropriate vice-president may grant the student special permission to enter for the express purpose of meeting with faculty, college personnel, or students in preparation for the proceeding.

(4) The appropriate vice-president at the remaining college reserves the right to enforce the immediate suspension on their campus.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-310, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-320 Failure to appear.** If the accused student has been served in accordance with the notice required in WAC 132Q-02-170, fails to appear at the time designated for the immediate summary suspension proceeding, the appropriate vice-president may, with the written concurrence of the president, continue with the proceedings under WAC 132Q-02-180.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-320, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-330 Appeal of immediate summary suspension.** (1) Any student aggrieved by an order issued at the immediate summary suspension proceeding may appeal the suspension to the board of trustees. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the findings of the appropriate vice-president and the president, is tendered at the office of the president within seventy-two hours following the date the written notice of immediate summary suspension was served or mailed to the student.

(2) The board shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the vice-president and president, the record of the immediate summary suspension proceeding, and determine whether the immediate summary suspension order is justified. Following such examination, the board of trustees may, at its discretion, uphold the decision or overturn the immediate summary suspension pending determination of the merits of the disciplinary proceeding pursuant to the rules of student conduct.

(3) The board shall notify, by registered or certified mail, the appealing student within forty-eight hours following its consideration of the notice of appeal, as to whether the immediate summary suspension shall be upheld or stayed pending disposition of the disciplinary proceeding pursuant to the rules of student conduct.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-330, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-340 Immediate summary suspension proceedings not duplicative.** (1) As indicated in WAC 132Q-02-110, the immediate summary suspension proceeding shall in no way be substituted for the disciplinary proceedings provided for in the rules of student conduct, chapter 132Q-02 WAC. At the end of the suspension, the student suspended shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the rules of student conduct or these rules of immediate summary suspension.

(2007 Ed.)

(2) Any disciplinary proceeding initiated against the student because of violations alleged against another student in the course of the immediate summary suspension proceeding provided for herein, shall be reexamined; provided, that the records made and evidence presented during the course of any aspect of an immediate summary suspension proceeding brought against the student shall be available for the use of the accused student and of the college in a disciplinary proceeding initiated under the rules of student conduct.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-340, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-350 Confidentiality of student records.** Community Colleges of Spokane continually receives requests from outside sources for information about students, both past and present. College personnel are reminded that Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974 states that colleges adopt a policy on student education records to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information contained in these records. In order to prevent embarrassment or possible legal involvement of District 17 and its employees, because of improper disclosure of information, it is imperative that FERPA be implemented in the release of such information.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-350, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-360 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his/her education records.

(a) For purposes of this section the term "education records" means those records, files, documents, and other materials which contain information directly related to a student, including records regarding the employment of a student when such employment is a result of, and directly related to, student status.

(b) The term "education records" does not include:

(i) Records of instructional, supervisory and administrative personnel and educational personnel which are in the sole possession of the originator and which are not accessible or revealed to any other person except a substitute or designee.

(ii) Records of the campus security department, which are kept apart from those records described in subsection (a) and which are maintained solely for law enforcement purposes are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) In the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business, which relate exclusively to such person's employment, are not available for use for any other purpose.

(iv) Student records containing medical/psychological information are not available to anyone other than the individual(s) providing treatment; however, such records may be personally reviewed by a physician or other appropriate professional upon the student's written consent.



(2)(a) Recommendations, evaluations or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in (b), (c) and (d) of this subsection.

(b) The student may specifically release his or her right to review where the information consists only of confidential recommendations respecting:

- (i) Admission to any educational institution; or
- (ii) An application for employment; or
- (iii) Receipt of an honor or honorary recognition.

(c) A student's waiver of his or her right to access confidential statements shall apply only if:

(i) The student is, upon request, notified of the names of person(s) making confidential statements concerning him or her; and

(ii) Such confidential statements are used solely for the purpose for which they were originally intended; and

(iii) Such waivers are not required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the college/instructional unit.

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under (a) of this subsection. Such records shall remain confidential and shall be released only with the consent of the author. The institution shall use these records only for the purpose for which they were originally intended.

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to himself/herself.

(4) The office of the appropriate vice-president is the official custodian of academic records; and, therefore, is the only office who may issue an official transcript of the student's academic record.

(5) Student educational records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with this section and WAC 132Q-02-270 be removed or destroyed prior to providing the student access.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-360, filed 8/25/03, effective 9/25/03.]

#### **WAC 132Q-02-370 Records requests and appeals.**

(1) A request by a student for review of information shall be made in writing to the college individual(s) or office(s) having custody of the particular record. Any challenge to the contents of educational records shall be addressed by means of a brief adjudicative proceeding.

(2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than forty-five days after the request has been made. A college individual(s) or office(s) which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reason(s) in writing.

(3)(a) A student who feels that his/her request has not been properly answered by a particular individual(s) or

office(s) should contact the appropriate vice-president, associate dean, director, assistant dean, or individual(s) or office(s) responsible for mediation.

(b) In cases where a student remains dissatisfied after consulting with the appropriate vice-president, director, assistant dean or associate dean, the student may then request a proceeding by the college records committee. Following the proceeding, the college's records committee shall render its decision within a reasonable period of time. In all cases, the decision of the college's records committee shall be final.

(c) In no case shall any request for review by a student be considered by the college's records committee, which has not been filed with that body in writing within ninety days from the date of the initial request to the custodian of the record.

(d) The college's records committee shall not review any matter regarding the appropriateness of official academic grades.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-370, filed 8/25/03, effective 9/25/03.]

#### **WAC 132Q-02-380 Release of personally identifiable records.**

(1) The college shall not permit access to or the release of education records or personally identifiable information contained therein, other than "directory information," without the written consent of the student, to any party other than the following:

(a) College personnel and students when officially appointed to a faculty council or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to the performance of those responsibilities.

(b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally supported or state-supported educational program or in connection with the enforcement of the federal or state legal requirements which relate to such programs. In such cases the information required shall be protected by the federal or state official in a manner which will not permit the personal identification of students and their parent(s) to other than those officials and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.

(c) Agencies or individual's requesting information in connection with a student's application for or receipt of financial aid.

(d) Organizations conducting studies for or on behalf of the college for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than the representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

(e) Accrediting organizations in order to carry out their accrediting functions.

(f) Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance unless the court or other issuing agency orders the college not to notify the student before compliance with

the subpoena. The college president, the president's designee, or office(s) receiving a subpoena or judicial order for education records should immediately notify the attorney general.

(g) Parents transfer their rights under FERPA to their child when he/she reaches 18 years of age or attends an institution of postsecondary education. Parents of college students, who request to review their "adult child's" record, must provide documented "dependency status" under Internal Revenue Service (IRS) regulations or have written consent from the student. The final decision whether or not to disclose information about students to their parents is a matter of the institution's policy.

(2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:

- (a) A specification of the records to be released;
- (b) The reasons for such release; and
- (c) The names of the parties to whom such records will be released.

(3) In cases where records are made available without student release as permitted by subsection (1)(b), (c), (d), (e) and (f), the college shall maintain a record kept with the education record released which will indicate the parties which have requested or obtained access to a student's records maintained by the college and which will indicate the legitimate interest of the investigating party. Releases in accordance with subsection (1)(a) need not be recorded.

(4) Personally identifiable education records released to third parties, with or without student consent, shall be accompanied by a written statement indicating that the information cannot be subsequently released in a personally identifiable form to any other parties without obtaining consent of the student.

(5) The term "directory information" used in subsection (1) is defined as information contained in an educational record of a student that would not be generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended by the student.

(3) Students may request in writing that the college not release directory information through written notice to the appropriate vice-president.

(4) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-380, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-390 College records.** All college individual(s) or office(s) that have custody of education records will develop procedures in accord with WAC 132Q-02-250 through 132Q-02-300. Any supplementary regulations found necessary by departments will be filed with the college's (2007 Ed.)

records committee, which will be responsible for periodic review of policy and procedures.

(1) Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provisions shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.

(2) No records shall be kept that reflect a student's political or ideological beliefs or associations.

(3) Entities within Community Colleges of Spokane share education records.

(4) Students requesting an official copy of their educational transcripts must provide a written request including name, address, student identification number and where the transcript is to be sent.

(5) A processing fee will be assessed for any official transcript sent to institutions outside the jurisdiction of Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-390, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-400 Records committee.** Each college shall have a college records committee composed of the appropriate vice-president or designee, one student, one faculty and one staff member who shall be appointed by the college president no later than October fifteenth of each academic year. The college's records committee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The committee shall also be responsible for hearing appeals as defined in WAC 132Q-02-380.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-400, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-410 Eligibility for clinical programs.** Any student who fails to comply with the requirements to be eligible for required clinical programs shall be subject to disciplinary action. Requirements may include, but are not limited to, the student having a record of current immunizations and a physical examination, TB test, CPR proficiency, state patrol clearance, proof of liability and medical and accident insurance coverage.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-410, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-420 Grounds for athletic ineligibility.** Any student found by Community Colleges of Spokane to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any college sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-420, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-430 Right to brief adjudicative procedure—Athletics.** Any student notified of a claimed viola-

tion of WAC 132Q-02-040 shall have the right to a brief adjudicative hearing. The appropriate vice-president must receive a written request for such a hearing within three instructional days of receipt of a declaration of further athletic ineligibility. If a written request is not received within three instructional days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudication hearing and will be declared ineligible from further participation in college sponsored athletic events or activities.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-430, filed 8/25/03, effective 9/25/03.]

#### **WAC 132Q-02-440 Brief adjudicative procedure—**

**Athletics.** If a timely written request for a hearing is made, the appropriate vice-president shall designate a presiding officer who shall be a college administrator who is not involved with the athletic program to conduct the brief adjudicative proceeding. The presiding officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-[34.05].494.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-440, filed 8/25/03, effective 9/25/03.]

#### **WAC 132Q-02-450 Brief adjudicative decision—**

**Athletics.** The college administrator who acts as presiding officer shall issue a written decision, which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered or prepared by the presiding officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the proceeding and in no event later than twenty instructional days following the request for a brief adjudicative proceeding is received by the appropriate vice-president.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-450, filed 8/25/03, effective 9/25/03.]

### **Chapter 132Q-07 WAC GENERAL CAMPUS CONDUCT**

#### **WAC**

132Q-07-010	Authority to demand identification.
132Q-07-020	Right of assembly.
132Q-07-030	Outside speakers.
132Q-07-040	Distribution of materials.
132Q-07-050	Commercial activities.
132Q-07-060	Trespass.

**WAC 132Q-07-010 Authority to demand identification.** (1) For the purpose of determining whether probable cause exists for application of any section of the *Student Rights and Responsibilities* to any conduct by any person on a college facility, any faculty or other college personnel of Community Colleges of Spokane may demand that any person on college facilities produce evidence of student enrollment at the college, by tender of said person's student identification card.

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(2) Refusal by a student to produce a student identification card, as required by subsection (1) of this section, shall be cause for disciplinary action.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-010, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-020 Right of assembly.** Students shall have the right of "assembly" as defined in WAC 132Q-02-010 upon college facilities that are generally available to the public. Such assembly shall:

- (a) Be conducted in an orderly manner; and
- (b) Not unreasonably interfere with vehicular or pedestrian traffic; or
- (c) Not unreasonably interfere with classes, schedules, meetings or ceremonies, or with educational functions of the college; and
- (d) Not unreasonably interfere with college functions.

(2) A student who conducts or participates in an assembly that violates any provision of this section shall be subject to disciplinary action.

(3) Nonstudents who participate in, aid or abet any assembly or assemblies in violation of this section shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the college. Faculty and other college personnel who participate in, aid or abet any assembly or assemblies in violation of this section shall be subject to appropriate discipline.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-020, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-030 Outside speakers.** (1) Any recognized campus student organization may invite speakers on campus with the written approval of its advisor, subject to other restrictions imposed in this WAC and to the legal restraints imposed by the laws of the United States and the state of Washington.

(2) The appearance of an invited speaker on a campus does not represent an endorsement, either implicit or explicit, of views or opinions of the speaker by the college, its students, its faculty, its college personnel, its administration or its board.

(3) The scheduling of speakers shall be made through the facilities scheduling office of the campus at which the speaker will appear, with prior approval from the appropriate college student activities office.

(4) The appropriate student activities office will be notified at least thirty days prior to the appearance of an invited speaker, at which time a personal services contract (available in the student activities office) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring organization's advisor, and filed with the student activities office. Exceptions to the thirty-day ruling may be made by the appropriate administrator.

(5) The appropriate student activities office may require a question period or arrange to have views other than those of the invited speakers represented at the meeting, or at a subsequent meeting.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-030, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-040 Distribution of materials.** (1) Handbills, leaflets, newspapers, and similarly related material (including religious matter) distributed free of charge by any student, nonstudent, by member of a recognized student organization or by college personnel, may be distributed upon a college campus with prior approval by the appropriate student center administrator, provided that such distribution does not interfere with the free flow of vehicle or pedestrian traffic.

(2) Newspapers, leaflets, and similarly related materials offered for sale by any student or nonstudent person or organization may be distributed and sold only through the college book store as are other commercial forms of merchandise, subject to reasonable rules and regulations that may be imposed by the bookstore manager. Exceptions may be made by the appropriate vice-president or designee.

(3) All handbills, leaflets, newspapers, and similarly related material (including religious matter) must bear identification as to the publishing agency and distributing organization or individual.

(4) Any distribution of the materials regulated in this section shall not be construed as endorsement of the same by the college or by the board of trustees of Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-040, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-050 Commercial activities.** (1) No student or college personnel shall use college facilities for commercial solicitation, or promotional activities except when such activities clearly serve educational objectives. These activities include but are not limited to the display of books of interest to the academic community or the display or demonstration of technical or research equipment. Commercial solicitation may be conducted under the sponsorship or request of a college department or the office of student activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 132Q-07-040.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-050, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-060 Trespass.** The appropriate president or designee of the college in the instance of any event that is determined to be disruptive of order, impedes the movement of vehicles or persons; or threatens to disrupt the movement of persons from college facilities or grounds, shall have the power and authority to:

(a) Give notice against trespass by any manner provided for by law, to any person(s), or group against whom the privilege has been withdrawn or who have been prohibited from entering on or remaining upon any or all portions of a college facility; or

(b) Prohibit the entry of, or withdraw the privilege of a person(s) or any group to enter or remain on any portion of a college facility; or

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(c) Order any person(s), or group to leave or vacate all or any portion of a college facility or grounds.

Any student or nonstudent who shall disobey a lawful order given by the president, or designee, pursuant to the requirements of subsection (1) of this section, shall be subject to disciplinary action and/or referred to law enforcement for possible criminal charges.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-060, filed 8/25/03, effective 9/25/03.]

## Chapter 132Q-20 WAC

### FACULTY AND STUDENT TRAFFIC RULES AND REGULATIONS

#### WAC

132Q-20-005	Definitions.
132Q-20-010	Purpose and jurisdiction for adopting rules.
132Q-20-030	Applicable traffic rules and regulations.
132Q-20-040	Permits required for vehicles on campus.
132Q-20-050	Authorization for issuance of permits.
132Q-20-060	Valid permit.
132Q-20-070	Display of permit.
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132Q-20-090	Permit revocation.
132Q-20-100	Right to refuse permit.
132Q-20-110	Right to appeal permit revocation/refusal.
132Q-20-120	Responsibility of permit holder.
132Q-20-130	Designation of parking spaces.
132Q-20-140	Parking within designated spaces.
132Q-20-150	Parking hours.
132Q-20-160	Overnight parking.
132Q-20-170	Regulatory signs and directions.
132Q-20-180	Speed limit.
132Q-20-190	Pedestrians' right of way.
132Q-20-200	Special traffic and parking regulations and restrictions authorized.
132Q-20-210	Two-wheeled motor bikes or bicycles.
132Q-20-220	Report of accidents.
132Q-20-230	Exceptions from traffic and parking restrictions.
132Q-20-240	Enforcement.
132Q-20-250	Issuance of traffic citations.
132Q-20-260	Fines and penalties for students.
132Q-20-265	Fines and penalties for all district employees.
132Q-20-270	Liability of CCS.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132Q-20-020	Definitions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-020, filed 6/26/00, effective 7/27/00; 97-24-023, § 132Q-20-020, filed 11/24/97, effective 12/25/97; 92-14-036, § 132Q-20-020, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-020, filed 7/23/87; Order 72-5, § 132Q-20-020, filed 10/9/72; Order 71-4, § 132Q-20-020, filed 7/26/71.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
132Q-20-280	Delegation of authority. [Order 71-4, § 132Q-20-280, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-20-290	Effective date. [Order 71-4, § 132Q-20-290, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-20-300	Severability. [Order 71-4, § 132Q-20-300, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-20-005 Definitions.** As used in this chapter the following words and phrases shall mean:

(1) **Annual permits**—Permits, which are valid for fall through summer quarters.

(2) **Appropriate vice-president**—The chief administrative officer over student services regardless of current position title.

(3) **Board**—The board of trustees of Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).

(4) **Campus**—Any or all real property owned, leased, operated or maintained by Community Colleges of Spokane.

(5) **Campus patrol**—An employee of the college, Administration of Justice student or contracted security personnel, who are responsible to the appropriate vice-president for campus security.

(6) **College**—Any community college or separate instructional unit which may be created by the board of trustees of Community Colleges of Spokane.

(7) **College personnel**—Any person employed or representing on a full- or part-time basis Community Colleges of Spokane.

(8) **Community Colleges of Spokane**—Spokane Community College, Spokane Falls Community College, Institute for Extended Learning and the District Office.

(9) **Quarterly permits**—Permits valid for a specified academic quarter.

(10) **Special Permits**—Permits issued under special circumstances such as "D" permit which is a quarterly disabled parking permit issued by disability support services; carpool permits, issued to college personnel who participate in commuter trip reduction; and honorary permit which are issued to Community Colleges of Spokane personnel upon retirement.

(11) **Student**—Any person who is or has officially registered at any college or instructional unit with the Community Colleges of Spokane and with respect to whom the college maintains education records or personally identifiable information.

(12) **Temporary guest permits**—Permits, which are valid for a specific period designated on the permit.

(13) **Vehicle**—An automobile, truck, motorcycle, scooter, or any vehicle empowered by a motor.

(14) **Visitors**—Any person or persons, excluding students as previously defined, who come upon the campus as guests and person or persons who lawfully visit the campus for purposes, which are in keeping with the colleges' role as institutions of higher learning in the state of Washington.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-005, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-20-010 Purpose and jurisdiction for adopting rules.** Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Community Colleges of Spokane is granted authority to make rules and regulations for pedestrian and vehicular traffic on property owned, operated or maintained by the college district. The rules and regulations contained in this chapter pertain to all students, college personnel, and visitors who use district facilities unless exempted by the chancellor/CEO of the district and are established for the following purposes:

(1) To protect and control pedestrian and vehicular traffic; and

(2) To assure access at all times for emergency traffic; and

(3) To minimize traffic disturbance during class hours; and

(4) To facilitate the work of the community colleges.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-010, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-010, filed 7/23/87; Order 71-4, § 132Q-20-010, filed 7/26/71.]

**WAC 132Q-20-030 Applicable traffic rules and regulations.** The other traffic rules and regulations which may also be applicable upon the campuses are as follows:

(1) The motor vehicle and other traffic laws of the state of Washington; and

(2) The Spokane municipal code.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-030, filed 7/23/87; Order 71-4, § 132Q-20-030, filed 7/26/71.]

**WAC 132Q-20-040 Permits required for vehicles on campus.** Students, college personnel, guests and visitors shall not stop, park, or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to WAC 132Q-20-050, except guests and visitors who will be given a reasonable time to secure a temporary permit from the appropriate vice-president or designee. All students who plan to park on campus and are attending educational programs on campus that meet ten or more times per quarter are required to purchase a valid quarterly permit. Failure to obtain a permit may be grounds for disciplinary action. The fee for the parking permit shall be established by the board of trustees of Community Colleges of Spokane and shall be published. Anyone parking on campus less than ten times per quarter shall obtain temporary guest permit(s).

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-040, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-040, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-040, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-040, filed 7/23/87; Order 73-4, § 132Q-20-040, filed 2/23/73; Order 71-4, § 132Q-20-040, filed 7/26/71.]

**WAC 132Q-20-050 Authorization for issuance of permits.** The colleges are authorized to issue parking permits to students, college personnel, guests and visitors of the college pursuant to regulations and the payment of appropriate fees as determined by the board of trustees of Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-050, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-050, filed 7/23/87; Order 71-4, § 132Q-20-050, filed 7/26/71.]

**WAC 132Q-20-060 Valid permit.** A valid [CCS] parking permit is:

(1) An unexpired parking permit registered and properly displayed; or

(2) A special parking permit authorized by the appropriate vice-president or designee, and properly displayed; or

(3) A temporary guest permit authorized by the appropriate vice-president or designee, and properly displayed.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-060, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-060, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-060, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-060, filed 7/23/87; Order 74-1, § 132Q-20-060, filed 9/23/74; Order 71-4, § 132Q-20-060, filed 7/26/71.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems inefficual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132Q-20-070 Display of permit.** All CCS permanent and temporary parking permits shall be hung on the rear view mirror or in such a manner that they may be viewed through the front windshield. For motorcycles, permits must be placed on the front fork area of the vehicle.

(1) Expired permits should be removed before new permits are attached.

(2) Permits not displayed pursuant to the provisions of this section shall not be valid.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-070, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-070, filed 7/23/87; Order 74-1, § 132Q-20-070, filed 9/23/74; Order 71-4, § 132Q-20-070, filed 7/26/71.]

**WAC 132Q-20-080 Transfer of permits.** Parking permits are not transferable to other individuals but may be transferred to another vehicle owned and operated by the purchaser of the permit.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-080, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-080, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-080, filed 7/23/87; Order 71-4, § 132Q-20-080, filed 7/26/71.]

**WAC 132Q-20-090 Permit revocation.** Parking permits are the property of the college and may be recalled by the appropriate vice-president or designee for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists; or

(2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or

(3) Falsification on a parking permit application; or

(4) Continued violations of parking regulations; or

(5) Counterfeiting or altering a parking permit.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-090, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-090, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-090, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-090, filed 7/23/87; Order 71-4, § 132Q-20-090, filed 7/26/71.]

**WAC 132Q-20-100 Right to refuse permit.** The colleges reserve the right to refuse the issuance of a parking permit to anyone who has had a previous parking permit revoked.

[Order 71-4, § 132Q-20-100, filed 7/26/71.]

**WAC 132Q-20-110 Right to appeal permit revocation/refusal.** . When a student parking permit has been recalled pursuant to WAC 132Q-20-090, or has been refused in accordance with WAC 132Q-20-100, or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the appropriate vice-president or designee, may be appealed pursuant to WAC 132Q-108-050; faculty, administrators, and college personnel of Community Colleges of Spokane shall appeal permit revocations, refusals to grant permits, and fines or penalties levied for violations by the appropriate vice-presi-

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dent to the respective college president whose decision on the matter shall be final.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-110, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-110, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-110, filed 6/24/92, effective 7/25/92; 90-21-021, § 132Q-20-110, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-20-110, filed 7/23/87; Order 73-4, § 132Q-20-110, filed 2/23/73; Order 71-4, § 132Q-20-110, filed 7/26/71.]

#### **WAC 132Q-20-120 Responsibility of permit holder.**

The person to whom a parking permit is issued pursuant to the rules and regulations set forth in this chapter shall be responsible for all violations of said rules and regulations involving the vehicle and established fines. Such responsibility shall not relieve other persons who violate the rules and regulations established by this chapter of their responsibility for their conduct with vehicles registered to another permit holder.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-120, filed 8/25/03, effective 9/25/03; Order 71-4, § 132Q-20-120, filed 7/26/71.]

#### **WAC 132Q-20-130 Designation of parking spaces.**

The parking spaces available on campus shall be designated and allocated by the appropriate vice-president or designee, in such a manner that best achieves the objectives of the rules and regulations in this chapter.

(1) Faculty staff, student, and visitor spaces will be designated for their use; and

(2) Parking spaces for the exclusive use by persons of disability will be designated. The appropriate vice-president or designee may issue special permits to students and others to park in these designated spaces;

(3) CCS parking permit along with an official state disabled parking permit allows the permit holder to park in any designated parking space as listed above; and

(4) Other special use spaces may be designated.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-130, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-130, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-130, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-130, filed 7/23/87; Order 71-4, § 132Q-20-130, filed 7/26/71.]

#### **WAC 132Q-20-140 Parking within designated spaces.**

(1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle, facing in.

(3) In areas marked for parallel or right-angle parking, space or stall markings will be observed.

(4) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

(5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132Q-20-130.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-140, filed 8/25/03, effective 9/25/03; Order 71-4, § 132Q-20-140, filed 7/26/71.]

**WAC 132Q-20-150 Parking hours.** Parking is permitted on campus between the hours of 6:30 a.m. to 11:00 p.m. for college personnel, and students. The rules and regulations pertaining to the use of certain parking permits in specific areas are contained in WAC 132Q-20-[130]. Students and college personnel may park in any of the spaces or stalls designated in WAC 132Q-20-140 except visitor's areas on a first-come, first-served basis between the hours of 5:00 p.m. and 11:00 p.m. Custodial and other authorized personnel may park on campus from 10:00 p.m. to 6:30 a.m., and are still required to follow regular parking regulations and obtain parking permits.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-150, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-150, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-150, filed 7/23/87; Order 71-4, § 132Q-20-150, filed 7/26/71.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132Q-20-160 Overnight parking.** Overnight parking is prohibited except when approval is granted by the appropriate vice-president or designee.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-160, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-160, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-160, filed 7/23/87; Order 71-4, § 132Q-20-160, filed 7/26/71.]

**WAC 132Q-20-170 Regulatory signs and directions.** The appropriate vice-president or designee is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned, leased or operated by the colleges. Such signs, barricades, structures, markings, and directions, shall be made and placed to best achieve the objectives stated in WAC 132Q-20-010 and the rules and regulations contained in this chapter.

Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrol in the control and regulation of traffic.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-170, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-170, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-170, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-170, filed 7/23/87; Order 71-4, § 132Q-20-170, filed 7/26/71.]

**WAC 132Q-20-180 Speed limit.** No vehicle shall be operated on the campuses at a speed in excess of the posted speed limit or such slower speed as is reasonable and prudent in the circumstances. No person operating a vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities unless authorized by the appropriate vice-president or designee.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-180, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-180, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-180, filed 7/23/87; Order 71-4, § 132Q-20-180, filed 7/26/71.]

**WAC 132Q-20-190 Pedestrians' right of way.** (1) The operator of a vehicle shall yield the right of way; slowing

down or stopping, if need be, to yield to any pedestrian. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close it is impossible for the driver to yield.

(2) Whenever any vehicle slows or stops to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle that has slowed or stopped to yield to pedestrian traffic.

(3) Every pedestrian crossing at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection, shall yield the right of way to all vehicles.

(4) Pedestrians shall use sidewalks where provided.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-190, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-190, filed 7/23/87; Order 71-4, § 132Q-20-190, filed 7/26/71.]

**WAC 132Q-20-200 Special traffic and parking regulations and restrictions authorized.** When special occasions create additional and/or heavy traffic and during emergencies, the appropriate vice-president or designee, is authorized to impose additional traffic and parking regulations and restrictions achieve the objectives specified in WAC 132Q-20-010.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-200, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-200, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-200, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-200, filed 7/23/87; Order 71-4, § 132Q-20-200, filed 7/26/71.]

**WAC 132Q-20-210 Two-wheeled motor bikes or bicycles.** (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for *motorcycles only*.

(2) No vehicle shall be driven or ridden on the sidewalks on campus at any time unless authorized by the appropriate vice-president or designee.

No skateboards or roller blades/skates shall be allowed on campus.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-210, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-210, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-210, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-210, filed 7/23/87; Order 71-4, § 132Q-20-210, filed 7/26/71.]

**WAC 132Q-20-220 Report of accidents.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or *total of claimed damage to either or both vehicles exceeding \$300.00 shall immediately* report the accident to the appropriate vice-president or designee, and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report if required.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-220, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-220, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-220, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-220, filed 7/23/87; Order 71-4, § 132Q-20-220, filed 7/26/71.]

**WAC 132Q-20-230 Exceptions from traffic and parking restrictions.** These rules and regulations shall not apply to city-, county-, state- or federally owned emergency vehicles.



[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-20-230, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-230, filed 7/23/87; Order 71-4, § 132Q-20-230, filed 7/26/71.]

**WAC 132Q-20-240 Enforcement.** (1) Enforcement of the parking rules and regulations will begin the first day of fall quarter and will continue until the start of the following fall quarter.

(2) The appropriate vice-president or designee shall be responsible for the enforcement of the rules and regulations contained in this chapter.

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-20-240, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-240, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-240, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-240, filed 7/23/87; Order 72-5, § 132Q-20-240, filed 10/9/72; Order 71-4, § 132Q-20-240, filed 7/26/71.]

**WAC 132Q-20-250 Issuance of traffic citations.** Upon violation of any rules and/or regulations contained in this chapter, the appropriate vice-president or designee, may issue a traffic citations setting forth the date, approximate time, permit number, license information, infraction, officer, and schedule of fines. Traffic citations may be served by attaching or affixing a copy in a prominent place outside the vehicle or by personally serving the operator/owner and by direct entry into the violator's "Customer Account[.]"

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-20-250, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-250, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-250, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-250, filed 7/23/87; Order 71-4, § 132Q-20-250, filed 7/26/71.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

#### **WAC 132Q-20-260 Fines and penalties for students.**

(1) Fines will be levied by the appropriate vice-president or designee for all violations of the regulations contained in this chapter. A current schedule of fines is available from the security office.

(2) Students have the right to due process and may appeal a decision of the appropriate vice-president or designee to the college president or chief administrator of a recognized instructional unit whose decision shall be final.

(3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice-president or designee. If a vehicle is impounded, it may be taken to such place for storage as the appropriate vice-president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(4) At the discretion of the appropriate vice-president or designee, an accumulation of traffic violations by a student will be cause for disciplinary action, pursuant to WAC 132Q-02-270.

(5) The duly elected associated student government officers of CCS recommend a proposed schedule of fines prior to adoption of a new fine schedule.

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(6) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. In the case of students, failure to pay fines shall be grounds for the college, in addition to disciplinary action, to deny admission to CCS, registration, official transcripts, graduation or other administrative action. Failure to pay fines could result in the denial of issuing a permit.

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-20-260, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-260, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-260, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-260, filed 7/23/87; Order 72-2, § 132Q-20-260, filed 2/7/72; Order 71-4, § 132Q-20-260, filed 7/26/71.]

**WAC 132Q-20-265 Fines and penalties for all district employees.** (1) Fines levied for all violations are subject to payment to CCS in accordance with the established fine schedule.

(2) Faculty and other district employees have the right of due process and may appeal a decision of the appropriate vice-president or designee to the college president or chief administrator of a recognized institutional unit whose decision shall be final.

(3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice-president or designee. If a vehicle is impounded, it may be taken to such a place of storage as the appropriate vice-president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(4) At the discretion of the appropriate vice-president or designee, an accumulation of traffic violations by college personnel is subject to disciplinary action pursuant to WAC 132Q-02-270.

(5) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. Failure to pay fines could result in the denial of issuance of a permit, and/or impounding of vehicle.

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-20-265, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-265, filed 7/23/87.]

**WAC 132Q-20-270 Liability of [CCS].** Community Colleges of Spokane assumes no liability under any circumstances for vehicles parked on campus.

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-20-270, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-270, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-270, filed 7/23/87; Order 71-4, § 132Q-20-270, filed 7/26/71.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

### **Chapter 132Q-89 WAC**

#### **COLLECTIVE BARGAINING RELATING TO TENURE**

**WAC**

132Q-89-010

Tenure.

**WAC 132Q-89-010 Tenure.** This rule is adopted pursuant to the requirement of RCW 28B.50.852 and in accordance herewith it is the declared policy of the board of trustees that the collective bargaining agreement and/or policies of the college shall contain provisions relating to the following subject matter areas of implementation regarding tenure and shall be consistent with the laws of the state of Washington: Recommendations for tenure; reduction in force procedures; dismissal procedures; hearing procedures; rights of appeal.

[Statutory Authority: RCW 28B.50.852, 82-15-048 (Order 82-48, Resolution No. 20), § 132Q-89-010, filed 7/19/82.]

### Chapter 132Q-94 WAC

#### FACULTY AND STUDENT HEALTH AND SAFETY REGULATIONS

##### WAC

132Q-94-010	Declaration of purpose.
132Q-94-020	Rationale.
132Q-94-030	Students' responsibilities.
132Q-94-120	Prohibiting unsafe acts or unhealthful practices.
132Q-94-125	Pets and other animals prohibited in college buildings and grounds.
132Q-94-130	Violations.
132Q-94-140	Severability.
132Q-94-150	Prohibition of weapons and other dangerous instrumentalities.
132Q-94-160	Prohibition of open flames in college buildings.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132Q-94-040	Personal protective equipment and clothing. [Order 72-1, § 132Q-94-040, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-050	"Bridging" fuses prohibited. [Order 72-1, § 132Q-94-050, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-060	Leakage of electricity shall be reported. [Order 72-1, § 132Q-94-060, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-070	Safe standing room required. [Order 72-1, § 132Q-94-070, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-080	Use of disconnected wires for starting machinery prohibited. [Order 72-1, § 132Q-94-080, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-090	Students working on machines or appliances. [Order 72-1, § 132Q-94-090, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-100	Machines shall be stopped when making repairs. [Order 72-1, § 132Q-94-100, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-110	Hygiene. [Order 72-1, § 132Q-94-110, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-94-010 Declaration of purpose.** By adoption of the following health and safety regulations the board of trustees of Community Colleges of Spokane expresses its firm commitment to the safety and health of its students and employees. The board further recognizes the importance of students and employees developing safe work habits, particularly in the areas of equipment and machinery operation, and in the handling of potentially hazardous chemical sub-

stances. This chapter shall apply to all students, college [personnel] and visitors and shall pertain to all campuses and sites under the direct or indirect control of the district.

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-94-010, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-010, filed 6/26/00, effective 7/27/00; 90-21-022, § 132Q-94-010, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-94-010, filed 7/23/87; Order 72-1, § 132Q-94-010, filed 1/28/72.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132Q-94-020 Rationale.** Adoption of these health and safety rules by the board of trustees is based on the following standards:

(1) The possibility of accidental injury to an individual exists at all times and in all places and no place of work or any human activity is exempt from the possibility of accidents.

(2) All community college safety programs are for the benefit of the Community Colleges of Spokane and the individual students enrolled within the institution(s). There is no conflict of interests between the students and the college in the area of an accident prevention program; through accident prevention, everyone benefits.

(3) Accident prevention requires both organization and education, consisting largely of the desire to provide and maintain an environment free of hazards through institution of a common-sense safety program and the determination to carry out the program effectively.

(4) Effective accident prevention includes instructor leadership, student cooperation, effective organization, thorough training, and good supervision.

[Statutory Authority: RCW 28B.50.140, 03-18-021, § 132Q-94-020, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-020, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-94-020, filed 7/23/87; Order 72-1, § 132Q-94-020, filed 1/28/72.]

**WAC 132Q-94-030 Students' responsibilities.** Students attending Community Colleges of Spokane shall, to the best of their ability, make it their individual responsibility to keep themselves and their fellow students free from accidents. In the interest of accident prevention, students shall obey the approved district safety rules and procedures including those outlined below, as well as other, more specific safety rules, as outlined by their instructors:

(1) Students shall consider the benefits of accident prevention to themselves, to others, and to their work, and shall act accordingly, conducting their work to avoid accidents through observation of safe work practices.

(2) Students shall study and observe all safe practices governing their specific area of work or class assignment, and shall make a concerted effort to understand their job and area of assignment.

(3) Students shall ascertain emergency procedures from their instructor or supervisor.

(4) Students shall remain alert for any unsafe condition(s) or practice(s), immediately reporting any observed to their instructor or supervisor.

(5) Students shall promptly report any accident in which they are injured, regardless of the degree of severity, to their instructor or supervisor.

(6) Students shall not engage in practical jokes or horseplay while attending class or while on the job.

(7) Students shall not report to class or a work-study position while under the influence of intoxicants or drugs, nor shall such items be used or consumed while on the premises of the Community Colleges of Spokane or representing the Community Colleges of Spokane at an off-site location.

(8) Students who receive their instructor or supervisor's permission to operate a state vehicle shall comply with existing fleet policies and procedures of Community Colleges of Spokane.

(9) Students shall comply with existing smoking regulations of the Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-030, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-030, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-94-030, filed 7/23/87; Order 72-1, § 132Q-94-030, filed 1/28/72.]

**WAC 132Q-94-120 Prohibiting unsafe acts or unhealthful practices.** Nothing contained in this chapter shall prohibit an instructor or supervisor from immediately prohibiting an unsafe practice which is not specifically outlined in this chapter.

Any violation of sound health and safety practices not specifically enumerated in this chapter shall not be permitted, and the instructor or supervisor in charge may prohibit such practices.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-94-120, filed 7/23/87; Order 72-1, § 132Q-94-120, filed 1/28/72.]

**WAC 132Q-94-125 Pets and other animals prohibited in college buildings and grounds.** For reasons of health, sanitation, and safety, no person shall be permitted to bring or leave any dog, cat, or any other pet or animal in any college building, nor leave such pet or animal unattended on any district property. This section does not apply to persons with a disability who require the services and assistance of a guide dog and/or trained service animal as defined by law.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-94-125, filed 6/26/00, effective 7/27/00; 97-24-023, § 132Q-94-125, filed 11/24/97, effective 12/25/97; 87-16-010 (Resolution No. 27), § 132Q-94-125, filed 7/23/87.]

**WAC 132Q-94-130 Violations.** Violations of these rules and regulations based on health and safety standards within this chapter shall be cause for disciplinary action under the provisions of chapter 132Q-[02] WAC. Disciplinary proceedings shall be conducted in accordance with chapter 132Q-[02] WAC.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-130, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-94-130, filed 7/23/87; Order 72-1, § 132Q-94-130, filed 1/28/72.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132Q-94-140 Severability.** If any section or part of a section of this chapter shall for any cause be unconstitu-

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tional or unlawful, such holdings shall not affect the rest of this chapter or any other sections hereof.

[Order 72-1, § 132Q-94-140, filed 1/28/72.]

**WAC 132Q-94-150 Prohibition of weapons and other dangerous instrumentalities.** No college personnel, student or member of the public shall carry, transport within a vehicle or otherwise possess any weapon explosive device, hazardous chemicals or any other hazardous weapon such as knives or substance on any college campus or other district property except for use in an authorized college activity with express authorization from the chief executive of the campus or an authorized designee.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-150, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-150, filed 6/26/00, effective 7/27/00; 90-21-023, § 132Q-94-150, filed 10/8/90, effective 11/8/90.]

**WAC 132Q-94-160 Prohibition of open flames in college buildings.** Candles and other open flames, including lighting and burning of incense, are prohibited in any building owned or operated by Community Colleges of Spokane. Open flames create a fire hazard, and scented candles and incense can be an irritant to other individuals. Exceptions may be made if the candle or flame is associated with instructional equipment under appropriate faculty supervision or for decorative/food preparation purposes as part of an approved college function and with appropriate equipment. The facilities department obtains necessary permits from the city of Spokane fire department for such uses.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-160, filed 8/25/03, effective 9/25/03.]

## Chapter 132Q-108 WAC RULES OF PRACTICE

### WAC

132Q-108-010	Adoption of model rules of practice and procedure.
132Q-108-020	Appointment of presiding officers.
132Q-108-030	Method of recording.
132Q-108-040	Application for adjudicative proceeding.
132Q-108-050	Brief adjudicative procedures.
132Q-108-060	Discovery.
132Q-108-070	Procedure for closing parts of the hearings.
132Q-108-080	Recording devices.
132Q-108-090	Petitions for stay of effectiveness.
132Q-108-100	Informal settlements.

**WAC 132Q-108-010 Adoption of model rules of practice and procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at Community Colleges of Spokane. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by Community Colleges of Spokane shall govern. Rules adopted at CCS prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-010, filed 8/25/03, effective 9/25/03; 91-17-076, § 132Q-108-010, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-020 Appointment of presiding officers.** The chancellor/CEO shall appoint a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the chief executive officer or a designee of the chief executive officer, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the chief executive officer or the designee of the chief executive officer to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-020, filed 8/25/03, effective 9/25/03; 91-17-076, § 132Q-108-020, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-030, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: Community Colleges of Spokane, 501 North Riverpoint Boulevard, P.O. Box 6000, MS 1001 Spokane, Washington, 99217-6000. Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-040, filed 8/25/03, effective 9/25/03; 91-17-076, § 132Q-108-040, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132Q-02 WAC apply to these procedures;
- (4) Parking violations. The procedural rules in chapter 132Q-20 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to WAC 132Q-02-510 [132Q-02-420].

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-050, filed 8/25/03, effective 9/25/03; 92-14-039, § 132Q-108-050, filed 6/24/92, effective 7/25/92; 91-17-076, § 132Q-108-050, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the fre-

quency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-060, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-070 Procedure for closing parts of the hearings.** All adjudicative proceedings shall be open to public observation except that a party may apply for a protective order to close part or all of a hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-070, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132Q-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-080, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-090 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-090, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-100 Informal settlements.** It is the intent of this district to resolve all disputes by informal settlements utilizing the normal internal grievance procedures or applicable collective bargaining agreements pursuant to RCW 34.05.060.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-100, filed 8/21/91, effective 9/21/91.]

## Chapter 132Q-113 WAC LEGISLATIVE LIAISONS

### WAC

132Q-113-010	Designation of legislative liaisons.
132Q-113-020	Responsibility.

**WAC 132Q-113-010 Designation of legislative liaisons.** As required by RCW 42.17.190, those persons holding the following positions within Washington State Community College District 17 are designated legislative liaisons for Washington State Community College District 17 and those community colleges contained within Community Colleges of Spokane:

- (1) Members of the board of trustees;
- (2) Chancellor/chief executive officer;
- (3) College presidents, executive vice-president[;]
- (4) District management services officers; and
- (5) All those persons designated in writing by the chancellor/chief executive officer of Washington State Commu-

nity College District 17, which writing shall be made available among the records maintained by the office of the chancellor/chief executive officer of Washington State Community College District 17.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-113-010, filed 4/30/04, effective 5/31/04; 92-14-040, § 132Q-113-010, filed 6/24/92, effective 7/25/92; Order 73-3, § 132Q-113-010, filed 2/23/73.]

**WAC 132Q-113-020 Responsibility.** Such persons designated in WAC 132Q-113-010 shall be responsible for making available through official channels requests for legislation or seeking such appropriations as the college may deem necessary for the official conduct of its business.

[Order 73-3, § 132Q-113-020, filed 2/23/73.]

## Chapter 132Q-135 WAC ENVIRONMENTAL POLICY

### WAC

132Q-135-050 State Environmental Policy Act (SEPA).

**WAC 132Q-135-050 State Environmental Policy Act (SEPA).** It is the policy of the Community Colleges of Spokane that capital projects shall be accomplished in compliance with chapter 43.21C RCW, the State Environmental Policy Act (SEPA), and in accordance with chapter 197-11 WAC and all subsequent amendments thereto, and WAC 131-24-030.

In compliance with chapter 197-11 WAC, the chief executive officer or a duly appointed administrator designee shall be the responsible official for implementing this policy.

[Statutory Authority: RCW 28B.50.140. 91-17-077, § 132Q-135-050, filed 8/21/91, effective 9/21/91.]

## Chapter 132Q-136 WAC USE OF DISTRICT FACILITIES

### WAC

132Q-136-010	Use of district facilities—General policy and delegation.
132Q-136-020	Definitions.
132Q-136-030	Users.
132Q-136-040	Limitations.
132Q-136-050	Reservation, scheduling and approval procedure.
132Q-136-060	Safety and liability.

**WAC 132Q-136-010 Use of district facilities—General policy and delegation.** (1) Washington State Community College District 17 (the Community Colleges of Spokane) is an educational institution provided and maintained by the people of the state in order to carry out its mission pursuant to chapter 28B.50 RCW. The purpose of this policy is to assure that all facilities operated, owned or maintained by the district are reserved primarily for those activities which either are related directly to the district's mission or are otherwise justifiable on the basis of their contributions to the cultural, educational, economic or recreational interests of the state and its people.

(2) The board of trustees delegates to the chief executive officer and district president, or staff so designated by the chief executive officer, the authority to establish procedures

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for the regulation and review of the use of district facilities and to establish user fees where appropriate.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-010, filed 9/14/84.]

**WAC 132Q-136-020 Definitions.** As used in this chapter, the following terms shall have the following meaning:

(1) "Facilities" shall include all structures, building, grounds, parking lots, sidewalks and airspace owned or controlled by District 17.

(2) "District" or "District 17" shall include Spokane Community College, Spokane Falls Community College, the Institute of Extended Learning and any other college or organizational unit of Washington State Community College District 17 hereafter established by the district board of trustees.

(3) "Use of facilities" shall include the holding of events, the posting and removal of signs, all forms of advertising, commercial activities, charitable solicitation and any other activity which takes place in or on facilities owned or controlled by District 17.

(4) "Scheduling office" shall be the office within the organization of the district which is designated as the office responsible for scheduling a particular district facility. The designation of scheduling offices shall be made by the chief executive officer, or staff so designated by the chief executive officer, pursuant to WAC 132Q-136-010(2).

(5) "User fee" shall be the fee, if any, charged any user for the use of facilities, including a use fee, fees for special custodial, attendant or security services, fees for supervisor services, fees for the use of special district equipment in conjunction with the use of facilities and any other fees established pursuant to WAC 132Q-136-010(2). The schedule of user fees may be amended from time to time.

(6) "Academic or administrative unit sponsorship" shall mean that the head of an academic or administrative unit within the district has reviewed a request for use of facilities, has determined that such use of facilities meets the general policy concerning the use of district facilities pursuant to WAC 132Q-136-010(1) and all limitation on the use of facilities pursuant to WAC 132Q-136-040, has determined that the academic or administrative unit is willing to sponsor the proposed use of facilities and has signed the appropriate request form.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-020, filed 9/14/84.]

**WAC 132Q-136-030 Users.** (1) College personnel, and official student organizations of Washington State Community College District 17 may use district facilities to hold events for college personnel and students provided such use complies with the general policy on the use of district facilities pursuant to WAC 132Q-136-010 and that all events are scheduled pursuant to WAC 132Q-136-050. Such use does not require either academic or administrative unit sponsorship nor does such use require approval by the chancellor/chief executive officer or other designated staff.

(2) College personnel and official student organizations may use district facilities to hold events to which the general public is invited when the event has academic or administrative unit sponsorship and the approval of the chancellor/chief executive officer or other designated staff.

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(3) Organizations or persons other than district personnel or official student organizations may use district facilities to hold events for members of that organization provided such use complies with the general policy of the use of district facilities. Such use does not require either academic or administrative unit sponsorship, but does require the approval of the chancellor/chief executive officer or designee.

(4) Organizations or persons other than district personnel or official student organizations may use district facilities to hold events to which the general public is invited when the event has academic or administrative unit sponsorship and the approval of the chancellor/chief executive officer or designee.

(5) Use of facilities for religious purposes is permitted on the same basis as for nonreligious purposes as long as use for religious purposes does not dominate access to facilities pursuant to WAC 132Q-136-040.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-136-030, filed 4/30/04, effective 5/31/04; 84-19-028 (Resolution No. 22), § 132Q-136-030, filed 9/14/84.]

**WAC 132Q-136-040 Limitations.** (1) District facilities of Washington State Community College District 17 may not be used in ways that substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on or in district facilities.

(2) District facilities may not be used by groups, including informal groups, which discriminate in their membership or limit participation in activities on the basis of race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical handicap.

(3) College personnel or official student organizations may use district facilities to present educational forums regarding ballot propositions and/or candidates who have filed for public office as long as the audience is limited to college personnel and students. However, pursuant to RCW 42.17.130 "the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition" is prohibited.

(4) District facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities are in conjunction with authorized use of facilities by outside groups, fund raising activities directly benefiting the district, or activities fulfilling an educational or service need of the students or college personnel. The sale of any item, the use of any advertising material, or operation of any promotional activity is subject to prior approval of the chancellor/chief executive officer or designee.

(5) The distribution of handbills, leaflets, pamphlets and similar materials is not permitted in or on those facilities to which access by the general public is restricted or where such distribution would significantly impinge upon the primary business being conducted.

(6) Charitable solicitation is not permitted in or on those facilities to which access by the general public is restricted or where such solicitation would significantly impinge upon the primary business being conducted.

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(7) District facilities may be used by other public or private educational institutions or public agencies only insofar as the intended use of the facilities meets a community need not being fulfilled by District 17 and where such activities do not interfere with the educational programs being offered by District 17 or with the maintenance and repair programs of the district. A user fee, if any, for such use shall be determined by the chancellor/chief executive officer or designee.

(8) Organizations or persons other than district personnel or official student organizations may use district facilities only after the procedures pursuant to WAC 132Q-136-050 are completed and appropriate user fees have been paid in full or satisfactory payment arrangements completed.

(9) District 17 reserves the right to require that the district be represented at any use of facilities where the presence of a representative is in the best interest of the district.

(10) District equipment shall be used only when authorized and shall not be removed from any facility unless written authorization for such removal has been obtained prior to use.

(11) No decorations or other application of material to walls, ceiling or floors of any facility shall be permitted if such application will in any way mar, deface or injure the facility. Users shall be responsible for the removal or disposal of any decorations, materials, equipment, furnishings or rubbish that remain in or on any facility following use of the facility. Failure of any user to meet this obligation that results in additional cost to the district shall subject the user to additional charges for such costs.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-136-040, filed 4/30/04, effective 5/31/04; 84-19-028 (Resolution No. 22), § 132Q-136-040, filed 9/14/84.]

**WAC 132Q-136-050 Reservation, scheduling and approval procedure.** (1) To reserve or schedule the use of facilities, faculty, staff, official student organizations or outside parties shall contact the appropriate college or institute scheduling office. The scheduling office shall provide all appropriate scheduling procedures, forms and agreements and shall arrange for all necessary approvals, reservations, scheduling and payments.

(2) No less than fourteen days prior to the anticipated date for use of district facilities, any individual or organization desiring to reserve or schedule facility use shall present all required forms, fully completed, to the appropriate scheduling office. The scheduling office shall process the completed application and secure all required approvals. The individual or organization requesting the use of facilities shall be notified of the disposition of the request within ten days. Such fourteen day notice may be waived by the scheduling office provided that such waiver does not disrupt normal facility operation.

(3) Full payment of the appropriate user fee, if any, or satisfactory payment arrangements are required prior to the use of district facilities.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-050, filed 9/14/84.]

**WAC 132Q-136-060 Safety and liability.** (1) It is the responsibility of any person or organization requesting the use of district facilities to insure that the proposed use will be

carried out in a manner that assures the safety of all persons concerned. Compliance with applicable fire, health and safety regulations is required.

(2) Authorization to organizations or persons other than district faculty, staff, or official student organizations for the use of district facilities is granted with the express understanding and condition that such organization or person assumes full responsibility for any loss, damage or claims arising out of such use. When the event involves physical activity, or otherwise would increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least one million dollars per occurrence shall be provided to the chief executive officer or designee.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-060, filed 9/14/84.]

## Chapter 132Q-276 WAC PUBLIC RECORDS—INITIATIVE 276

### WAC

132Q-276-010	Purpose.
132Q-276-020	Definitions.
132Q-276-030	Central and field organization.
132Q-276-040	Operations and procedures.
132Q-276-050	Public records available.
132Q-276-060	Public records officer.
132Q-276-070	Office hours.
132Q-276-080	Requests for public records.
132Q-276-090	Copying.
132Q-276-100	Exemptions.
132Q-276-110	Appeal of denials.
132Q-276-120	Protection of public records.
132Q-276-130	Records index.
132Q-276-140	Adoption of form.

**WAC 132Q-276-010 Purpose.** The purpose of this chapter shall be to insure compliance by Washington Community College District 17 with the provisions of chapter 42.17 RCW, Disclosure—Campaign finance—Lobbying—Records: And, in particular, with RCW 42.17.250 - 42.17.-340 dealing with public records.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-010, filed 4/22/83.]

**WAC 132Q-276-020 Definitions.** (1) **"Public record"** includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) **"Writing"** means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) **"Washington State Community College District 17"** is a state agency created and organized by statute pursuant to RCW 28B.50.040, and shall hereinafter be referred to as the "district." Where appropriate, the term "district" shall also refer to college personnel and board of trustees of the district.

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(4) **"District facilities"** of Washington State Community College District 17 include any or all real property owned, operated or maintained by the board of trustees of Community Colleges of Spokane, and shall include all buildings and appurtenances affixed thereon or attached thereto.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-020, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-020, filed 4/22/83.]

**WAC 132Q-276-030 Central and field organization.** Washington State Community College District 17 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff is located at 501 North Riverpoint Boulevard, P.O. Box 6000, Spokane, Washington, 99217-6000. The district operates two colleges, Spokane Community College, located at 2000 North Greene Street, Spokane, Washington, 99217-5499; and Spokane Falls Community College, located at 3410 West Fort George Wright Drive, Spokane, Washington, 99224-5288. The district also delivers instructional programming through the Institute for Extended Learning in the counties of Ferry, Lincoln (except Consolidated School District 105-157-166J and the Lincoln County portion of Common School District 167-202), Pend Oreille, Spokane, Stevens, and Whitman. The administrative offices of the Institute for Extended Learning are located at 3305 West Fort George Wright Drive, Spokane, Washington 99224-5228.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-030, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-030, filed 4/22/83.]

**WAC 132Q-276-040 Operations and procedures.** Washington State Community College District 17 is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. District 17 is operated under the supervision and control of a board of trustees appointed by the governor as provided in RCW 28B.50.-100. The chief administrative officer of the district is the chancellor/chief executive officer, who also serves as secretary to the board of trustees. The day-to-day operation of the district, pursuant to policy established and approved by the board of trustees, is implemented through the office of the chancellor/chief executive officer or designee.

The board of trustees meets the third Tuesday of each month at 8:30 a.m. in the board room of the Spokane Community College administrative offices located at 2000 North Greene Street, Spokane, Washington, 99217-5499, unless public notice is given of a special meeting. At such time, the trustees exercise the powers and duties granted to the board by RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-040, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-040, filed 4/22/83.]

**WAC 132Q-276-050 Public records available.** All public records of the district, as defined in WAC 132Q-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132Q-276-100.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-050, filed 4/22/83.]



**WAC 132Q-276-060 Public records officer.** The district's public records shall be in the charge and control of the public records officer designated by the district president. The person so designated shall be located in the administrative office of the district. The public records officer shall be responsible for implementing the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure of chapter 42.17 RCW.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-060, filed 4/22/83.]

**WAC 132Q-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. until noon and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-070, filed 4/22/83.]

**WAC 132Q-276-080 Requests for public records.** In accordance with requirements of RCW 42.17.290, that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office. The form shall be presented to the public records officer or to any member of the district's administrative staff, if the public records officer is not available, at the district office during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the records;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) The matter requested as referenced within the current index maintained by the records officer, or if the matter is not identifiable by reference in the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or other staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-080, filed 4/22/83.]

**WAC 132Q-276-090 Copying.** No fee shall be charged for the inspection of public records of Washington State Community College District 17. The district may charge a fee per page for providing copies of public records, for use of the district's copy equipment and postage. This charge shall be an amount necessary to reimburse the district for its actual costs directly incident to such copying.

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[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-090, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-090, filed 4/22/83.]

**WAC 132Q-276-100 Exemptions.** (1) The district reserves the right to determine that the public record requested in accordance with the procedures outlined in WAC 132Q-276-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer shall fully justify any such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-100, filed 4/22/83.]

**WAC 132Q-276-110 Appeal of denials.** (1) Any person who objects to the denial of a request for a public record of Washington State Community College District 17 may appeal such decision by tendering a written request for appeal. The written request shall specifically refer to the written statement by the public records officer or other staff member that constituted or accompanied the denial.

(2) Immediately after receiving a written request for appeal of a decision denying a public record of District 17, the public records officer or other administrative staff member denying the request shall refer the written request to the chancellor/chief executive officer or designee. The chancellor/chief executive officer or designee shall immediately consider the matter, may consult with the office of the attorney general, and either affirm or reverse such denial of access to a public record. In any case, the request shall be returned with a final decision within two business days following the filing of the written request for review.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following a request for appeal, whichever occurs first.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-110, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-110, filed 4/22/83.]

**WAC 132Q-276-120 Protection of public records.** It is the policy of the district, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the district, that original copies of records are not to be taken from the district designated area of custody or storage. Any examination and copying of records subject to these regulations is to occur at places designated by the district through the public records officer and/or his designee. The fullest assistance to inquiries and the most timely possible action on request for informa-

tion consistent with protection of the public records is to be supplied.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-120, filed 4/22/83.]

**WAC 132Q-276-130 Records index.** (1) The district has available to all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated since June 30, 1972: (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases; (b) those statements of policy and interpretations of policy, statutes and the constitution which have been adopted by the agency; (c) administrative staff manuals and instructions to staff that affect a member of the public; (d) planning policies and goals, and interim and final planning decisions; (e) factual staff reports and studies, factual consultants reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and (f) correspondence and materials referred therein by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines or opines upon, or is asked to determine or opine upon, the rights of state, the public, a subdivision of state government or any private agency.

(2) The current index described in WAC 132Q-276-130(1) shall be available to all persons under the same rules and on the same conditions as they are applied to public records available for inspection.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-130, filed 4/22/83.]

**WAC 132Q-276-140 Adoption of form.** The district shall adopt a form for use by all persons requesting inspection and/or copying or copies of its public records.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-140, filed 4/22/83.]